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DEPLOYMENT PLANNING AND EXECUTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction (AFI) 10-403, *Deployment Planning and Execution*, 29 July 2004, is supplemented as follows. This instruction implements AFPD 10-4 and this supplement expands guidance for ANG Wing, Tenant, and Independent Units (consisting of GSU and collocated units) on deployment planning and execution requirements to support Operational Contingencies and Aerospace Expeditionary Force. It introduces new policy and guidance pertaining to LOGMOD/LSA applications for deployment/re-deployment procedures and backup processes the Local Area Network (LAN) will not feasibly support the use of LOGMOD and clarifies Air Force and ANG requirements for obtaining In-Transit Visibility (ITV). **Chapter 8 (Added)** – Integrated Deployment Systems (IDS) has been added to clarify specific automated Deployment/Re-Deployment processing actions for Wing Logistics Plans offices (LGX). ANG Logistics Plans Division (ANG/LGX) will accept the role as a MAJCOM in AFI 10-403. This instruction will be used by ANG units in place of their Gaining MAJCOM (GMAJCOM) supplements. Additionally, ANG/LGX will accept any responsibilities given to a Numbered Air Force in AFI 10-403. Any specific taskings for 1st Air Force will be specified in this supplement. The term Independent Unit (IU) in this supplement is used synonymously with GSU in AFI 10-403.

1.4.1.2. ANG/LGX provides basic and advanced level IDS/LOGMOD training to Logistics Planners on a reoccurring annual basis. This training focuses on teaching all aspects of LOGMOD and LSA functionality, as well as various interfaces between LOGMOD/LSA and other IDS components.

1.4.1.7. The Logistics Transportation Division (ANG/LGT) is the OPR for CMOS and ANG/LGX is the OPR for CALM/Automated Airlift Load Planning System (AALPS).

1.4.1.8. (Added) The Logistics Plans Division serves as a MAJCOM representative to the Functional Requirements Board (FRB) for IDS and LOGMOD, which is the board that meets at least annually to review the LOGMOD and LOGMOD Stand Alone systems and to identify which areas of the system may need to be fixed or enhanced. The FRB is chaired by Air Force Combat Support Operations Division (AF/ILGC).

1.4.1.8.1. (Added) Base level LOGMOD/LSA users submit new FRB requirements to ANG/LGX.

1.4.1.9. (Added) All ANG units requiring LOGMOD/LSA procedural or technical assistance will contact ANG/LGX prior to requesting assistance from the Field Assistance Branch (FAB). If ANG/LGX cannot provide adequate assistance, ANG units will be directed to the FAB for resolution.

1.4.4.24. For deploying member's protection, PRF will ensure all ANG members deploy with a copy of their order to active duty. Theater commanders cannot involuntarily extend ANG members in place. As theater commanders do not have the authority to extend an ANG member's order to active duty, the member's home unit must request additional MPA days. ***NOTE:*** The ANG member's order to active duty will serve as proof of their limited period of availability. Mobilized members may be involuntarily extended if they have a sufficient length of time left on their orders (though they must be sent home with sufficient time for out-processing - typically 30 days - remaining on their orders).

1.4.8.1. (Added) ANG Functional Area Managers (FAM) are responsible for notifying the ANG Wing, Group or Squadron level deployment personnel and ANG Gaining MAJCOM FAMs that a tasking is being levied on their units. This information notification to the tasked unit is authorized; however, valid taskings (i.e., TPFDD validations) must be routed to the respective host Wing IDO or equivalent Logistics Plans office for base deployments. FAMs are not authorized to verbally task a unit for deployment.

1.5.2.1. Independent unit logistic planners are responsible for developing and publishing a unit Installation Deployment Plan when not collocated or supported by their host wing.

1.5.2.8.1. (Added) Responsible for ensuring Logistics Plans personnel, UDMs (primary and alternate) and DCC representatives, which includes PDF and CDF personnel, receive proper training on LOGMOD/LSA concurrent with all system enhancements and/or upgrades. DCC, PDF and CDF personnel must complete the IDS portion of the IDS Computer Based Training (CBT) training program developed by Standard Systems Group (SSG).

1.5.2.11. (Added) The IDO and/or alternate will assist in developing local deployment exercise scenarios. WMP-4 extracts for affected locations should be used to add realism to the exercise. Wing Exercise Evaluation Teams should validate exercised UTCs.

1.5.3. Independent unit Commanders will also be briefed by the unit Logistics Plans personnel on an annual basis.

1.5.6. ANG Logistics Readiness Squadron Commander will perform all duties and responsibilities given to Transportation Squadron Commanders in AFI 10-403. Base augmentees will be assigned under the Logistics Readiness Squadron Commander (LRS/CC) to assist with carrying out deployment center duties.

1.5.6.2. Focal point for CMOS. Focal point is defined as having oversight. Base augmentees will assist in CMOS operations as needed. ANG/LGX is the OPR for CALM/AALPS.

1.5.7.4. (Added) ANG LRS/CC must request, allocate, and/or fund mobility bags based on the annual "Most Stringent Requirement" letter as published by the logistics plans office.

1.5.8. (ANG) ANG Contracting sections within the Logistics Readiness Squadron will perform the duties and responsibilities given to the Operational Contracting Squadron Commanders in AFI 10-403.

1.5.10. ANG Mission Support Flights (MSF) are equivalent to Mission Support Squadrons in AFI 10-403, and will perform the duties and responsibilities given to Mission Support Squadron Commanders in AFI 10-403. MSF is responsible for personnel readiness prior to deployments to include ensuring the

combatant commanders reporting instructions are complied with. MSF is the focal point to disseminate reporting instruction requirements to deploying units.

1.5.11.9. A PRF refresh will be conducted at least once a month follow a Wings Unit Training Assembly (UTA). ***NOTE:*** PRFs will provide the monthly PRF to their respective Independent units and GSUs, as well as the Host Wing LOGMOD Administrator. Recommend a PRF refresh be conducted one week prior to any known deployments/exercises.

1.5.13. ANG Mission Support Flights are equivalent to the Family Support Center (FSC) in AFI 10-403, and will perform the duties and responsibilities given to the Family Support Center in AFI 10-403. A standard Family Readiness briefing can be obtained via the Defense Link web site (**http://www.defenselink.mil**), by clicking on "Reserves 101", "Family Readiness" and then "Toolkit".

1.5.18.7. (Added) ANG Wings will provide personnel immunization lists, via the Composite Health Care System (CHCS) II Immunizations Tracking Application (CITA), formerly Military Immunization Tracking System (MITS), on a monthly basis to Tenant and Independent units.

1.5.18.8. (Added) ANG Immunization clinics (CITA Office of Primary Responsibility) will provide automated immunization (LOGMOD Light) file to the IDO or equivalent and UDMs on a monthly basis for the purpose of managing unit personnel immunization requirements in LSA. Although CITA is the mandated system for Immunization Clinics to track immunization requirements for all unit personnel, some UDMs may choose to track their personnel's requirements internally within the unit using LSA. If a UDM chooses to do so, then the LOGMOD Light file from AF CITA should be distributed accordingly.

1.5.21. ANG Mission Support Flight PRF's will perform those duties and responsibilities given to Manpower Organization Offices (MO) in AFI 10-403.

1.5.21.1. PRF coordinates with the IDO and UDMs to ensure appropriate units are tasked in MANPER-B, making corrections as necessary.

1.5.21.3. Conveys MANPER-B Levy requirements to the IDO and Military Personnel Flights (MPF). This is done via IDS and MANPER-B interface. Provide data file to wing Logistics Plans personnel who then provides the tasking to the UDMs via LOGMOD.

1.6. **Squadron, Unit, and/or Tenant Unit:** This applies to ANG Independent Units.

1.6.1. Independent unit commanders are to ensure: Unit deployment taskings, cargo preparation, personnel assignments are accurately and timely coordinated with the host wing and/or the Aerial Port of Embarkation (APOE); unit personnel are trained and knowledgeable with the IDS deployment system as the primary deployment tool.

1.6.1.2. Independent unit/detachment commanders are to advise the unit logistics planner and the host base IDO of all taskings that they may have received directly.

1.6.1.3. Independent unit/detachment commanders are to provide initial tasking messages/letters and DOC Statements, as well as, subsequent changes to the unit logistics planner. These documents will be used to validate the unit's wartime commitment and to advise the host Logistics Plans office or IDO.

1.6.1.4. Independent unit commanders will appoint cargo increment monitors in writing. The Independent unit logistics planner will conduct training for increment managers and maintain a copy of current appointment letters. LOGPLAN updates received from the increment monitors are to be used by the unit logistics planner to update the LOGMOD database.

1.6.1.5. Independent unit commanders are to appoint and train an alternate UDM, to work with the unit logistics planner during deployment operations for a minimum of but not less than two years.

1.6.1.7. Independent units will request membership in the host wing Deployment Process Working Group and UDM/IDS training from the host wing. The Independent Unit Deployment Control Center (UDCC) should have sufficient Personal Computers or laptop computers to simultaneously monitor and update the DSOE screens such as: personnel assignments, chalk information, cargo and passenger chalking, seat blocking, logbook, etc., aircraft load planning (CALM/AALPS), and LSA backup capability.

1.6.1.8. Squadron/Unit Commanders will designate, in writing, individuals other than the UDM authorized to sign for the commander on AF Information Management Tool (IMT) 4006 for all personnel and equipment shortfalls to the Personnel Readiness Function. Additionally, Commanders will designate, in writing, individuals other than the UDM authorized to substitute AFSC skill/grade substitutions and DAV/Duty Status code waiver letters to the Personnel Readiness Function. Independent unit commanders will conduct a quarterly review of the personnel assigned and equipment shortfalls for the UTC tasked in the TPFDD/DOC statement. This will provide an opportunity to conduct initial/refresher training for personnel assigned to the UDCC or with personnel deployment processing. Complete AF IMT 4006 listing equipment shortfalls. Use the UDM module in LOGMOD to assign primary personnel to fill the UTC deployment positions. Generate deployment management reports such as Deployment Requirements Manning Document (DRMD) filled, unfilled line number, shortfall reports for deployment processing and deploying commanders.

1.6.1.9. As part of the Independent unit annual Phase I, the Host Wing LOGMOD Administrator will provide a CMOS TCN Detail file (*.CMC) to the host base CMOS focal point for CMOS processing. The host wing CMOS focal point will import the CMOS file and produce a CMOS cargo edit/error list and provide it to the LOGMOD Administrator for corrective action to the standard LOGPLAN as necessary. **NOTE**: It is the primary responsibility of the UDM to correct discrepancies noted on the CMOS cargo edit/error list. The CMOS error list should be kept as documentation for historical purposes.

1.6.1.11. Independent units tasked to deploy from their home station directly to the APOE will obtain and maintain the current copy of APOE Installation Deployment Plan (IDP). Host wing functional interface responsibilities and support requirements resulting from this method of movement are to be incorporated in the host wing IDP.

1.6.1.14. Independent unit commanders are to publish unit instructions for review and to maintain the accuracy of the Personnel Readiness Folders, unless the Host wing IDP dictates otherwise.

1.6.1.15. Unit Commanders, through their weapons (fire arms) and ammunition custodians, must request, allocate, and/or fund weapons (fire arms) and small arms ammunition using the requirements letter published by the Logistics Plans office.

1.6.2. The terms "Subject to Deploy" and "Identified to Deploy," as used in AFI 10-403, are no longer valid. All individual requirements are based on the AFWUS code of the authorization against which an individual is assigned. All personnel assigned to a deployable or associate UTC must have a Personnel Readiness Folder containing, at a minimum, the mandatory items listed in **Figure 1.1. (Added)**

Figure 1.1. (Added) Personnel Readiness Folder Minimum Mandatory Items.

- Deployment/Mission Orientation Briefing
- Letter of Selection for Deployment Position, including AEF Assignment and Position code
- Locally developed individual requirements checklist, including clothing requirements
- Applicable Appointment Letters and Training documentation (e.g., Classified Courier, Weapons Courier, Ammunition Courier)
- Copy of current DD Form 93, *Record of Emergency Data,* (Must be validated prior to Deployment to ensure Emergency Contact Information is correct)

1.6.2.2. The minimum training requirements for all personnel assigned to a deployable or associate UTC are identified in AFI 10-403, Paragraphs 1.6.2.2.1. through 1.6.2.2.7.

1.6.2.5.1.1. (Added) Issuance of Department of Health and Human Services (DHHS) Form Public Health Service (PHS) 731, *International Certificate of Vaccination*, is prepared for each member of the Armed Forces and for nonmilitary personnel. The form contains valid certificates of immunization for international travel and quarantine purposes in accordance with World Health Organization international health regulations. The DHHS Form PHS 731 remains in the custody of the individual who is responsible for its safekeeping and for keeping it in his or her possession when performing international travel. CITA products will not be used as a substitute for the DHHS Form PHS 731. Various locations identified in the Foreign Clearance Guide (FCG) throughout the world require deploying personnel to hand-carry their DHHS Form PHS 731 upon entry into specific countries. Because of this, and the guidance identified in AFI 10-403, the DHHS Form PHS 731 is still required to be maintained and any other document (i.e., CITA Product or Report) cannot be used in lieu of the DHHS Form PHS 731.

1.6.2.5.10. (Added) Personnel assigned to a deployable or associate UTC are responsible for hand-carrying a copy of Air Force Manual (AFMAN) 10-100, *Airman's Manual*, for all deployments. AFMAN 10-100, is no longer being printed at Air Force e-Publishing (AFPUBS), or from a central location. It is being issued to new recruits only in hardcopy from AFPUBS. The AFMAN 10-100 must be printed locally if required.

1.6.2.6. (Added) Combat Communication Squadron (CCS) and Ground Tactical Air Control Squadron (GTACS) commanders will ensure deploying personnel will be trained and proficient in the areas listed in **Attachment 20 (Added)**, Communications Readiness Training Requirements.

1.6.3. For clarification, the phrase "Air Staff-directed automated system" refers to any Air Force developed/maintained system that an AFSC functional community at Air Staff has directed their wing level communities to use to track readiness information (i.e., the Civil Engineering FAMs at Air Staff have mandated that all wing level Civil Engineering Squadrons (CES) must use the Personnel Readiness (PR) module of Automated Civil Engineering System (ACES) to track all AFSC and Readiness training). Air Force or MAJCOM functional community direction may dictate what system units will be used for the purpose of tracking deployment training. When written direction is received from their functional communities, the use of LOGMOD or LSA is not required to track mandatory deployment training. Without written direction, the IDO or equivalent must publish local guidance in the IDP to authorize which system(s) will used to track readiness training. If no local guidance or functional community guidance dictates which system(s) will be used, units will defer to AFI 10-403 and use LOGMOD or LSA. Regardless of the system(s) used to track deployment training requirements, unit will generate a completed AF IMT

4005 for every person assigned to a deployable or associate UTC. **NOTE:** Training products or reports from systems other than LOGMOD/LSA may be affixed to each persons AF IMT 4005 if the training section of the AF IMT 4005 isn't completed. The use of home grown programs or Commercial Off The Shelf (COTS) software in lieu of LOGMOD, LSA, or any Air Staff-directed automated system must be approved for use by ANG/LGX and Air Staff. Waiver requests must be submitted to ANG/LGX for approval. Waiver requests to deviate from this guidance must include proper justification to deviate from the standard and include a cost/times saving to the unit and the Air Force. The following is a current list of Air Staff-directed automated systems:

ACES - Automated Civil Engineering System

ARMS - Aviation Resource Management System

CAMS - Core Automated Maintenance System

G081 - Heavy Airlift Maintenance System

LOGMOD - Logistics Module

LOGMOD Stand Alone (LSA)

RAPDS - Reserve Aerial Port Data System

SFMIS - Security Forces Management Information System

SID - Self-Inspection Database

TEMS - Training Education Management System

WBITS - We-based Integrated Training Database II

Units are required to maintain an AF IMT 4005 on all unit personnel within their units, regardless of their mobility or deployment status. PRFs, and subsequently an individuals AF IMT 4005, are required to be reviewed semi-annually (every six months). During the PRF review, the AF IMT 4005 must reflect current training status for each individual (i.e., a new training RIP must be generated and affixed to the AF IMT 4005 or the AF IMT 4005 must be manually updated to show completed dates and next due dates). ***NOTE:*** SFMIS (Reference: AFI 31-203, *Security Forces Management Information System (SFMIS)*), TEMS (Reference: AFI 34-254, *Services Education and Training*).

1.6.3.1.1. (Added) ANG wings/tenants/Independent units will publish the following guidance and include AF IMT 4005 completion instructions in the individual PRF or the IDP.

1.6.3.1.1.1. (Added) DATE INITIALLY ACCOMPLISHED/COMPLETED – In this field of the AF IMT 4005, the UDM or whoever is responsible for maintaining the AF IMT 4005 for an Individual should enter the date the Item/Requirement was inspected or accomplished.

1.6.3.1.1.2. (Added) DOCUMENTATION ITEMS - The UDM, or whoever is responsible for maintaining the AF IMT 4005, must enter the date that they physically took possession of items listed in **Figure 1.2. (Added)**, and placed them in the individuals Personnel Readiness Folder (PRF).

Figure 1.2. (Added) Documentation Items.

- IDENTIFICATION (ID) CARD, DD FORM 2AF, *ARMED FORCES IDENTIFICATION CARD (ACTIVE)* - While this will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM inspected the members ID Card to ensure it has not expired and that the card is still in good condition.
- DOG TAGS
- EMERGENCY DATA CARD, DD FORM 93, *RECORD OF EMERGENCY DATA,* (vRED verification)
- SHOT RECORD, DPHHS FORM PHS 731, *INTERNATIONAL CERTIFICATE OF VACCINATION*
- LOCATOR CARD, AF IMT 245, *EMPLOYMENT LOCATOR AND PROCESSING CHECKLIST* - LOGMOD and LSA can generate an AF IMT 245, so the AF IMT 4005 should automatically contain the date that the members PRF was initially reviewed.
- HAND RECEIPT, AF IMT 1297, *TEMPORARY ISSUE RECEIPT* – Used for issuance of Mobility Bags (i.e., A, B, and C bags)
- BAGGAGE TAGS – PRF must contain a minimum of four baggage tags (two for deployment and two for redeployment)

1.6.3.1.1.3. (Added) OTHER ITEMS - The UDM, or whomever is responsible for maintaining the AF IMT 4005, must enter the date that they physically took possession of items listed in **Figure 1.3. (Added)**, and placed them in the members Personnel Readiness Folder (PRF) or briefed the member of their responsibilities for hand-carrying these items when deploying.

Figure 1.3. (Added) Other Items.

- GENEVA CONVENTIONS CARD, DD FORM 1934, *GENEVA CONVENTIONS IDENTITY CARD FOR MEDICAL AND RELIGIOUS PERSONNEL WHO SERVE IN OR ACCOMPANY THE ARMED FORCES* - Only applicable to Medical personnel and Chaplains. While this will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM inspected the members ID Card to ensure it has not expired and that the card is still in good condition.
- PERSONNEL RELIABILITY PROGRAM (PRP), AF IMT 286, *PERSONNEL RELIABILITY PROGRAM (PRP) CERTIFICATE* - Only applicable to members who are certified to handle Nuclear weapons.
- DEPENDANT CARE CERTIFICATE, AF IMT 357, *FAMILY CARE CERTIFICATION* - While this will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM contacted the members First Sergeant to ensure the member has this form on file. This form only applies to Single parents and military personnel married to other military personnel.
- UNITED STATES (US) GOVERNMENT DRIVERS LICENSE - While this will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM inspected the members license to ensure it has not expired and that the card is still in good condition. Members who have a Government Drivers License must hand-carry this with them when deployed, just like their ID CARD.
- PRESCRIPTION GLASSES - While these will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM inspected the members glasses and briefed the member that they are responsible for hand-carrying their glasses with them when deployed.
- GAS MASK SPECTACLE INSERTS - While this will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM inspected the members inserts and briefed the member that they are responsible for hand-carrying their inserts with them when deployed.
- HEARING AIDS - Only applicable to members who are required to wear a hearing aid in their daily work environment. While this will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM inspected the members hearing aid and briefed the member that they are responsible for hand-carrying and/or wearing their hearing aid when deployed.
- PERSONAL CLOTHING REQUIREMENTS - Applicable to all personnel. A copy of the Commanders Mandatory/Recommended Clothing requirements must be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM posted a copy of these requirements in the members PRF and briefed them on their responsibility for having all mandatory and recommended items ready to deploy at a moments notice.
- PROFESSIONAL EQUIPMENT - Not applicable to all personnel. While these will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM briefed the member of their responsibility for deploying with any/all required professional equipment.
- LINE BADGE, UNITED STATES AIR FORCE (USAF) RESTRICTED AREA BADGE - Not applicable to all personnel. While this will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM briefed the member of their responsibility for hand-carrying their Line Badge with them when deploying.

1.6.3.1.1.4. (Added) OPTIONAL ITEMS - The UDM, or whomever is responsible for maintaining the AF IMT 4005, must enter the date that they physically took possession of items listed in **Figure 1.4. (Added)**, and placed them in the members Personnel Readiness Folder (PRF) or briefed the member of their responsibilities for hand-carrying these items when deploying.

Figure 1.4. (Added) Optional Items.

- LEAVE AND EARNING STATEMENT (LES) - While this will not be maintained in the PRF, the AF IMT 4005 must contain the date that the UDM briefed the member of their responsibility for hand-carrying a copy of their most current LES with them when deploying.
- WILL - While it is not mandatory for a member to complete a Will, nor is it required to maintain a copy of a members Will in the PRF, the AF IMT 4005 must contain the date that the UDM briefed the member about the benefits and timeliness of obtaining a Will well in advance of deploying.
- POWER OF ATTORNEY - While it is not mandatory for a member to complete a Power of Attorney, nor is it required to maintain a copy of a members Power of Attorney in the PRF, the AF IMT 4005 must contain the date that the UDM briefed the member about the benefits and timeliness of obtaining a Power of Attorney well in advance of deploying.

1.6.3.1.1.5. (Added) TRAINING ITEMS - the UDM, or whomever is responsible for maintaining the AF IMT 4005, must physically enter the date that the member completed their initial training for each of the seven training requirements listed on the AF IMT 4005 and as they apply to the member. Due dates for training items should be penciled in on the AF IMT 4005 based on training frequencies and later inked once the member completes the required training again. The Due date fields correspond with the Semi-Annual Inspection Records for Documentation Items, Other Items and Optional Items.

1.7.1.1.4. AALPS data file where applicable.

1.7.1.1.7. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, manual cargo Load and Packing lists must be downloaded from the ANG/LGX web site **https://logistics.ang.af.mil/LGX** and completed.

1.8.1. The IDO will publish Deployment Process Working Group (DPWG) meetings minutes with a list of attendees, discussions and action items. The intent of the semi-annual DPWG is for the IDO to sit down with their Personnel Deployment Function (PDF), Cargo Deployment Function (CDF) and UDMs to discuss/review any/all Deployment related issues that their Wing may be having.

2.1.3.1. (Added) The IDO will utilize Web Hoc Query (WHQ) or Deliberate/Crisis Action Planning and Execution Segments (DCAPES) where applicable, and all Global Command and Control System (GCCS) newsgroups to track all wing deployment/ redeployment taskings. If access to a TPFDD is unavailable through WHQ or DCAPES, IDO's must contact ANG/LGX for resolution. Units requiring JOPES training must contact ANG/LGX.

2.4.1.1. With the introduction of the AFWUS into the War and Mobilization Plan (WMP) system, the Air Force is conducting a majority of its posturing for future plans (AEF, MTW, and Notional) using this tool. The AFWUS itself is the approved, official system for identifying the availability of Air Force Deployable and Associate UTCs. UTCs that are not in the AFWUS should not be allocated to any AEF TPFDD

Library or used for tasking in Sustainment Operations, Contingencies, or Deliberate Plan TPFDDs (i.e., MTW OPLANs and Contingency Plans (CONPLAN). The AFWUS itself is a combination of the WMP-3, Parts 1 and 2, which supplies all Active Duty, ANG and AFRC wings/units with their total wartime UTC tasking (sorted by Unit Identification Code (UIC) and UTC). This deliberate planning product is a complete listing of the maximum number of UTCs for which a unit may be tasked for worldwide deployment at any given time, as well as specific AEF Cycle Rotations. The UTCs are identified by the appropriate MAJCOM and/or ANG UTC FAM and are based on WMP-3, Part 2 construct and UTC availability (i.e., required AFSCs, unit training status, as well as the equipment required to provide the stated capability of the UTC). The AFWUS is the source of all conventional (non-Single Integrated Operational Plan [SIOP]) wartime UTC taskings for all active duty, ANG and AFRC units and represents the maximum deployment capability of a unit. UTCs listed in the AFWUS must also be listed in Section II of the DOC. DOC Statements do not task units, the AFWUS does. SORTS reporting is based on the unit DOC Statement and reflects the units capability for which it is to be manned, equipped, and trained to carry out its wartime tasking. Upon each revision to the AFWUS, UDMs, in conjunction with the IDO, should compare the AFWUS, or MAJCOM equivalent AFWUS Extract (i.e., ANG UTC Management Information System {UMIS}), against the applicable UTC MANFOR/LOGFOR products and identify all discrepancies (i.e., UTC/Unit Manning Document (UMD) mismatches and shortfalls) to the appropriate MAJCOM/ANG UTC FAM immediately. This is the same principle that applies to our ANG Units requirement to validate their MTW taskings on an annual basis.

2.4.1.2. Upon receipt of new or updated OPLAN/TPFDD tasking documents, ANG tenant/ Independent unit logistics planner will coordinate with the host base wing plans/IDO office and provide plan/tasking information.

2.4.1.3. ANG flying Wings/Independent units will validate the UTC taskings and MISCAP. Any deficiency is to be identified and reported to the ANG FAM.

2.4.1.4. The Logistics Plans and Programs office is required to identify the installation's most stringent tasking scenario as the basis for unit mobility bag requirements. Host wing Logistics Plans offices will report numbers for all wing organic and independent (both collocated and geographically separated) units. Following are procedures for creating a Mobility Bag Requirements Letter (sample format included at **Attachment 17 (Added)**) based on the most stringent scenario:

2.4.1.4.1. (Added) No later than (NLT) 1 October every year, the Installation Deployment Officer (IDO) will sign out a requirements letter to the LRS/CC as well as unit commanders and Unit Deployment Managers (including organic and independent units). The LRS/CC and unit commanders will use the letter to request, allocate, and/or fund for mobility bags. Additional guidance on mobility bags can be found in the ANG Supplement to AFI 23-110, Volume II, Part II, Chapter 26. OPR for this guidance is ANG Logistics Supply Division (ANG/LGS).

2.4.1.4.2. (Added) Methodology. ANG/LGS has defined an ANG unit's most stringent scenario for mobility bags to be equal to UMD authorizations. Subtotal each unit's number of UMD authorized personnel to depict this requirement. Include Wing Staff and any supported independent units. Independent Units must provide their UMD and personnel numbers to their Host wing Logistics Plans office for inclusion in the validation letter. ***NOTE:*** This guidance is only for the determination of mobility bag requirements; refer to Paragraph **2.4.1.5.**, for weapons (firearms)/small arms ammunition guidance.

2.4.1.5. The Logistics Plans and Programs office is required to identify the installation's most stringent tasking scenario as the basis for unit weapons (fire arms) and ammunition requirements. Host wing Logis-

tics Plans offices will report numbers for all wing organic and independent (both collocated and geographically separated) units. Following are procedures for creating a Weapons (Fire Arms) and Small Arms Ammunition Requirements Letter (sample format is included at **Attachment 18 (Added)**) based on the most stringent scenario:

2.4.1.5.1. (Added) NLT 1 October every year, the IDO will sign out a requirements letter to unit commanders (including organic and independent units) for action. Courtesy copy the LRS/CC and Munitions Accountable Systems Officer (MASO). It's also recommended that IDOs courtesy copy each unit's weapons (fire arms) custodian, ammunition custodian, and UDM.

2.4.1.5.2. (Added) The requirements letter will be used by unit commanders, through their weapons (fire arms) and ammunition custodians, to request, allocate, and/or fund weapons (fire arms) and small arms ammunition. Additional guidance on small arms ammunition can be found in AFCAT 21-209 and weapons (fire arms) in AFPD 16-8, *Arming of Aircrew, Mobility, and Oversea Personnel*/Allowance Source Code (ASC) 538. These instructions provide unique requirements depending on the UTC, its tasked mission and personnel grades. MISCAPs and FAM Letters are other acceptable forms of guidance for weapons (fire arms) and small arms ammunition, i.e., some UTCs require enlisted personnel to carry M-9s instead of or in addition to M-16s.

2.4.1.5.3. (Added) Methodology:

2.4.1.5.3.1. (Added) For weapons (fire arms) and small arms ammunition, the most stringent tasking is defined by total AFWUS/UMIS taskings. Access UMIS to determine which UTCs is part of each unit's most stringent deployment tasking (organic, collocated and geographically separated). Use all UTCs that have a Posturing Code starting with a "D". Remember not to count child UTCs. ***NOTE:*** This guidance is only for the validation of weapons (fire arms) and small arms ammunition. Refer to Paragraph **2.4.1.4.**, for mobility bags guidance.

2.4.1.5.3.2. (Added) If not already created, coordinate with the host PRF to establish an "untailored" levy based on all of the UTCs determined in Paragraph **2.4.1.5.1. (Added)** The "untailored" levy is already a LOGMOD requirement IAW AFI 10-403,/ANG Sup 1, Paragraph **2.5.2.2.** The "untailored" levy should be developed using the most current MANFOR. At a minimum, the levy will include the UTC, AFSC, required grade (for officers), and the correct PAS Code (use the Code for the unit the individual resides in) for each UTC position. ***NOTE:*** Some UTCs (i.e., aviation) will have various PAS Codes due to their multi-functional sourcing, therefore ensure that each UTC is broken out correctly. This "untailored" levy file will be updated on a monthly basis, as needed, by the PRF, to the IDO for import into LOGMOD, based on changes reflected in the publication of the monthly UMIS by ANG Deliberate and Crisis Plans Division (ANG/XOXW).

2.4.1.5.3.3. (Added) Subtotal the number of enlisted, officers, and total personnel for each PAS Code on the report. Attach the levy to the report when submitting it to the various agencies. Independent Units must provide their levy and personnel numbers to their Host wing Logistics Plans office for inclusion in the validation letter

2.4.1.6. Annually, ANG units will validate the pallet and nets requirements to include cargo pallets/nets IAW AFMAN 23-110/ANG Sup 1*, USAF Supply Manual* . Pallet and net computations for personnel bags, mobility bags, weapons and small arms munitions pallets/nets will also be included. Independent units are to validate the pallet/net requirements and report their requirements to the host ANG wing plans office for forwarding to ANG/LGX. IDOs or equivalent will use the ANG/LGX web site

https://logistics.ang.af.mil/LGX Pallet and Net Tool in conjunction with ANG/LGX guidance to calculate their wings most stringent 463L Pallet and Net requirements.

2.4.1.7. Tenant and independent units will submit immunization requirements, as well as, unique immunization and disease prevention requirements for locations listed in OPLAN/TPFDD and tasking letters/ messages, to the immunizations clinic to ensure unit personnel are properly inoculated.

2.5.1.1. The use of IDS is mandatory for all wing-level deployments, regardless of size or scope, Real-world or Exercise. IDS is designed to automate the deployment process and eliminate manual data entry through the use of standard electronic interfaces between IDS components. IDS components include the following systems: LOGMOD/LSA, Manpower and Personnel Module-Base-Level (MANPER-B), CMOS, Global Air Transportation and Execution System (GATES), CALM, and AALPS. CALM and AALPS are interchangeable in the IDS process (Same Interfaces) to support air load manifesting. CALM is a legacy system which AALPS will replace AF-Wide effective 1 October 2004. CMOS and GATES are interchangeable in the IDS process (Again, Same Interfaces) to support cargo and passenger manifesting and ITV data pushes to GTN. The addition of GATES to IDS allows CMOS/GATES operators to use the same system for deployment operations that they use day-to-day. The use of IDS is defined as "Using one or more components of IDS for a contingency deployment or exercise." The term "Deployment" is defines as "the relocation of forces and materiel to desired operational areas…includes all activities from origin through destination." ITV is not required for any portion of deployment travel that is accomplished under a commercial airline ticket. This is to say, ITV is not required for a person traveling within CONUS or overseas on a regularly scheduled commercial airlines. All deployments using an executable TPFDD in direct support of a Contingency Operation or Joint Chiefs of Staff (JCS) Directed Exercise/Training Event must have ITV. AALPS and GATES are also components of IDS and will be used, where applicable, to augment Load Planning and Cargo/Passenger Movement operations.

2.5.1.1.1. (Added) Execution cargo procedures: Squadrons tailor tasked UTC cargo data in LOGMOD. When completed, wing-level LOGMOD Administrators export the consolidated electronic cargo data (via *.CL5 export file) and pass it to CALM/AALPS operators to produce initial load plans. LOGMOD Administrators also export this data (via *.CMC) and pass it to CMOS/GATES operators at the CDF to preposition the cargo data in CMOS/GATES prior to cargo in-check. At in-check, the cargo is matched against the data pre-positioned in CMOS / GATES and manifested. CMOS/GATES pushes electronic ITV data to the GTN to enable / achieve ITV.

2.5.1.1.2. (Added) Execution Personnel/Passenger Procedures: The PDF exports personnel data (via *.PRF File) and tasked manpower requirements data (via *.LVY File) from MANPER-B to the IDO and the IDO in-turn uploads these files into LOGMOD. Squadrons use LOGMOD to electronically assign unit personnel to the tasked requirements. Once filled, the IDO exports the filled requirements data from LOGMOD (via *.CHK File), normally by Chalk, to the PDF who imports it into MANPER-B for personnel processing and to produce Contingency Exercise Deployment (CED) Orders. The PDF exports electronic passenger data (via *.PAX File) from MANPER-B, normally by Chalk, and passes it to the Transportation personnel operating CMOS/GATES. CMOS/GATES operators upload this data to produce the passenger manifest. CMOS/GATES pushes electronic ITV data transactions to GTN to enable/achieve ITV. **NOTE**: Although the use of MANPER-B is required for all deployments, development of a passenger manifest through IDS is not required for commercially ticketed passengers. The following are considered deployments and require the production of CED orders:

2.5.1.1.1.1. (Added) Activities in accordance with AFI 10-403, which supports the installation commander's ability to effectively and efficiently deploy forces in support of Operational Plans, Aerospace

Expeditionary Force, Military Operations Other Than War, exercises and training events. These events, which are identified by name and Plan Identifier (PID), require the PRF to translate TPFDD information received via Data Pattern Traffic (DPT) into the DRMD.

2.5.1.1.1.2. (Added) Exercises of the physical movement or simulation of movement of personnel and/or equipment from home station to an operational location in support of training. Local or MAJCOM directed inspections are categorized as simulated movements if they do not leave Home Station. Units may generate their own DRMDs for Exercise purposes. However, this data is created for internal use only and will not be received by a gaining unit. Units have the option of treating annual training events and other unit movements as Exercises.

2.5.1.1.1.3. (Added) Routine TDYs for administrative, support, or training purposes are not considered deployments and do not require the production of CED orders.

2.5.1.1.3. (Added) LOGMOD will be used as the primary AF Deployment system. Units will use LSA, to the maximum extent possible, as the backup Deployment system to LOGMOD when their LAN will not facilitate the expeditious use of LOGMOD. It is at the discretion of the IDO or equivalent to determine when it is not feasible to use LOGMOD as the primary system for a deployment after having tried to use LOGMOD in the initial stages of the deployment or exercise. ***NOTE:*** If LOGMOD nor LSA can be used, AF IMT 2511, *Deployment Schedule of Events - Cargo*, and AF IMT 2512, *Deployment Schedule of Events - Loading Schedule*, will be used for the purpose of developing and maintaining a manual Deployment Schedule of Events (Reference AFI 10-403, Paragraph 3.6.1.). Other systems, applications or locally generated products are prohibited.

2.5.1.1.4. (Added) The IDO or equivalent will establish, within the IDP, a process of how the wing will use LSA as the backup deployment system when LOGMOD is unavailable or is not feasible to use for exercise or deployment purposes. As a non-LAN dependant system, the IDO will utilize LSA as a single source Command and Control system within the DCC or Logistics Plans office to build and distribute the Deployment Schedule of Events to all UDMs and DCC work centers. UDMs will use LSA to the maximum extent possible in updating LOGMOD files (i.e., *.PLN, *. PRF, *.LVY) provided by the IDO for their deployment tasking and generating Deployment Load and Packing lists and Deployment Shipping Placards for deploying cargo.

2.5.1.2. (Added) IDOs or equivalent will establish procedures and train personnel to back up automated processes manually during power outages and/or loss of Automated Data Processing Equipment (ADPE).

2.5.2.1. Independent unit logistics plan personnel will request LODMOD database accounts / passwords through ANG/LGX. Host wing LOGMOD administrators will provide assistance to new or untrained personnel. A complete listing of Air Force approved Pseudo Plan Identification Designators (PID) and guidance will be provided to ANG units by ANG/LGX semi-annually or as necessary.

2.5.2.1.1. (Added) Pseudo PIDs are used in LOGMOD for Deliberate and Crisis Action Planning and AEF Rotational planning. Air Force Pseudo PIDs and Air National Guard policy on the “Use of Pseudo PIDs in LOGMOD” is directed in the following paragraphs. The use of Pseudo PIDs in LOGMOD is to prevent the classification of “Deliberate and Crisis Action Planning” and “AEF Rotational” information. Upon receipt of or notification of a contingency or AEF deployment, IDOs or equivalent and/or LOGMOD Administrators are directed to use Air Force Pseudo PIDs in the LOGPLAN and Deployment Schedule of Events (DSOE) modules of LOGMOD.

2.5.2.1.1.1. (Added) Deliberate, Crisis Action and AEF Rotational planning begins in the LOGPLAN module of LOGMOD by creating a PID and populating it with equipment UTC that have been identified,

or may be potentially tasked to deploy, in an OPLAN, CONPLAN, or AEF TPFDD. When creating a LOGPLAN PID, the IDO or equivalent and/or LOGMOD Administrator must first review the listing of Air Force approved Pseudo PIDs provided by ANG/LGX and identify the correct corresponding Pseudo PID for the OPLAN, CONPLAN or AEF TPFDD in which the their units are being tasked to deploy. Once identified, the IDO or equivalent and/or LOGMOD Administrator must create the LOGPLAN PID exactly as listed in the Pseudo PID listing provided by ANG/LGX except for the 5th (last) character. In LOGPLAN, the IDO or equivalent and/or LOGMOD Administrator must leave the 5th character blank.

2.5.2.1.1.2. (Added) Once the LOGPLAN PID has been created and the tasked equipment UTCs have been populated in the PID, UDM can begin pairing and tailoring their respective UTCs accordingly based on the known deployment location and any pre-positioned assets that may already be in-place for the units use. After completion of all pairing and tailoring has been accomplished, the IDO or equivalent and/or LOGMOD Administrator must copy/transfer all of the LOGPLAN deployment data into a DSOE ID in the DSOE module of LOGMOD. The DSOE module of LOGMOD is used for Execution Planning, primarily chalking tasked (deploying) personnel and equipment UTCs to chalks (airlift/sealift/ground).

2.5.2.1.1.3. (Added) Execution Planning begins with the IDO or equivalent and/or LOGMOD Administrator creating a DSOE ID in the DSOE Module of LOGMOD so that LOGPLAN deployment data can be copied/transferred in the DSOE ID. When creating a DSOE ID, the IDO or equivalent and/or LOGMOD Administrator must create the DSOE ID exactly as listed in the Pseudo PID listing provided by ANG/LGX without exception. Prior to copying/transferring LOGPLAN deployment data into a DSOE ID, all pairing and tailoring actions must be completed by UDMs. Once copied any/all deployment data changes made by UDMs will only be applied to their LOGPLAN deployment data and not to the Execution data in the DSOE ID. Minor updates to LOGPLAN deployment data, by UDMs, requires Pen and Ink changes to be made to LOGMOD generated load and packing lists and deployment shipping placards. Major weight and dimension data changes to LOGPLAN Increment/TCN level data that will dramatically impact load planning efforts must be re-copied/transferred into the DSOE ID.

2.5.2.1.1.4. (Added) If there is no Air Force approved Pseudo PID for an OPLAN, CONPLAN or AEF Rotational TPFDD, ANG units are directed to contact ANG/LGX immediately. If ANG/LGX is unavailable, ANG units will create a locally developed LOGPLAN PID and DSOE ID using the same rules as mentioned in previous paragraphs (i.e., LOGPLAN PID must be created leaving the 5th character blank whereas the DSOE ID will the full 5-digit Air Force approved Pseudo PID).

2.5.2.1.1.5. (Added) LOGMOD Administrators can use actual ULNs, as reflected in TPFDDs, in LOGPLAN for tasked OPLAN requirements. To minimize the risk of classifying their LOGMOD database, LOGMOD Administrators will ensure the correct Pseudo PID is assigned against tasked OPLAN/CONPLAN UTCs reflected in LOGPLAN.

2.5.2.1.2. (Added) In addition to OPLAN, CONPLAN and AEF files, LOGMOD Administrators will develop and maintain a master file called “AFWUS” for all tasked cargo UTCs, a file called “Pilot” for any UTCs for which they are designated as the Pilot Unit, and “LOGDT” for all recently updated UTCs that an Air Force Pilot Unit has made changes to and have been approved by the Air Force.

2.5.2.1.2.1. (Added) AFWUS File – The ANG Extract of the AFWUS is the UMIS. Units will maintain their deployable and associate UTC taskings, as reflected in the AFWUS in LOGPLAN. Upon revision or publication of the AFWUS, units will validate their UTC taskings and update their LOGPLAN file to reflect their unit’s requirements. Newly tasked UTCs in the AFWUS will be copied from directly from the LOGFOR module of LOGMOD into the AFWUS file. UTCs in the AFWUS file must reflect the standard

UTC Logistics Detail (LOGDET) requirements (e.g., non-tailored) with added/updated Transportation Control Movement Data (TCMD) information, Automated Air Load Planning System (AALPS) data and suitable National Stock Number (NSN) information, based on what NSN's a unit has compared to the standard LOGDET, for a units most stringent deliberate planning purposes.

2.5.2.1.2.2. (Added) PILOT File – Units that are designated as a Pilot Unit for a UTC or series of UTCs, by ANG/LGX, will develop and maintain their Pilot Unit UTCs (a.k.a., LOGDETs) in a PILOT file in LOGPLAN. Maintaining Pilot Unit UTCs in the PILOT file will facilitate UTC development and reporting by allowing Pilot Unit UDMs direct access to their responsible UTCs. Additionally, this file will enable ANG Pilot Units to Export their UTCs, from LOGPLAN, to any other Air Force user, of the Pilot Units UTC, to facilitate that users deployment or redeployment operations.

2.5.2.1.2.3. (Added) LGDET File – Units will develop and maintain the LGDET file for the purpose of copying recently updated LOGDETs from the LOGFOR module of LOGMOD into the LGDET file. As Air Force LOGDETs are updated frequently by their respective Pilot Units and subsequently approved by Air Staff, ANG units must copy updated LOGDETs into this transitional LGDET file so that UDMs can review and validate new equipment/non-equipment requirements. Differences between the LGDET and AFWUS UTCs will be copied to or updated in the AFWUS file to constantly maintain a units most stringent UTC requirements. Units will use the ANG UMIS to determine when Air Force LOGDETs have been updated (i.e., LOGDET Reports option) and copy all tasked AFWUS UTCs from the LOGFOR module of LOGMOD into the LGDET file for UDM validation. Newly tasked UTCs in the AFWUS will be copied from directly from the LOGFOR module of LOGMOD into the AFWUS file.

2.5.2.2. IDOs or equivalent will build and maintain standard LOGDET information in a LOGPLAN PID, entitled AFWUS, based on their most stringent UTC tasking as reflected in the AFWUS/UMIS ("D" and "A" coded UTCs).

2.5.2.3.1. (Added) In DSOE ID Header Record, the IDO or equivalent will not identify the Area of Responsibility (AOR) or exact location of a Deployment in the DSOE ID Title or Destination data fields. Reflecting the exact AOR or actual deployed location or operation name will classify a units LOGMOD database and therefore induce a system-wide shutdown of LOGMOD for all units and constitute a security investigation by Headquarters Standard Systems Group (HQ SSG) and the wing security manager.

2.5.3. Tailoring UTCs in LOGPLAN is authorized under certain circumstances. Tailoring cargo may be conducted if the deploying unit has documentation in the form of Higher Headquarters (HHQ) guidance or ANG FAM e-mail or message authorizing such actions. Pre-positioned assets identified in the War Plans Additive Requirements Report (WPARR), in conjunction with the Base Support and Expeditionary Site Plan (ESP Part II) and/or TPFDD WRM UTCs, will be tailored from the standard LOGDET.

2.5.3.2. Equipment items are considered Use Code "A" items as reflected in an Allowance Standard (AS) by an Allowance Source Code (ASC).

2.5.3.3. Non-equipment items are defined as Expendables or miscellaneous items such as Administrative supplies, Technical Orders (TOs), Publications, etc.

2.5.4. ANG wings and Tenant/Independent units will have a minimum of four pre-planned load plans for each OPLAN/TPFDD tasked using the more commonly received mode of transportation at their Point of Embarkation (POE) or Point Of Origin (POO). Airlift Wings will use their own organic lift when developing their load plans, while other wings will use the C-17 as a standard load planning factor when commonly received airlift is generally unpredictable. Identify personnel flow in MANPER-B using Deployment Sequencing and assign cargo movement priorities in LOGMOD/LOGPLAN for each tasked

OPLAN/TPFDD. ***NOTE:*** Units are prohibited from changing Deployment Echelon codes and Increment numbers identified in standard UTCs, by the designated Pilot Units, in LOGPLAN. Instead, units must use the movement priority field in LOGPLAN for every increment of cargo within a UTC to identify its out-movement priority for a deployment.

2.5.5.1. (Added) Current Air Force policy prohibits Cadillac Bins (also known as Internal Slingable Units (ISU) and Brooks and Perkins Containers) from being loaded in any Air Force UTC LOGDET. ANG Pilots Units will not build Cadillac Bins in any standard UTC LOGDET under any condition.

2.5.5.2. (Added) Current Air Force policy allows units to purchase and deploy ISUs/Cadillac Bins as long as the deploying units LOGPLAN UTC weight DOES NOT exceed the gross movement requirements for the standard UTC LOGDET. In other words, a unit LOGPLAN UTC cannot weigh more than the standard LOGDET and cannot exceed to total Cube and/or total Increment positions than what the standard UTC LOGDET authorizes.

2.5.5.3. (Added) Not all ISUs will fit on all types of military or commercial aircraft. Historical data has proven that most ISUs (i.e., ISU-90) purchased by units over the last several years will NOT fit onto KC-10 or KC-135 aircraft. Due to the lack of C-141 availability today, United States Transportation Command (USTC) and the Tanker Airlift Control Center (TACC) at Air Mobility Command (AMC) have stated the use of KC-135 and KC-10 aircraft will become more prevalent in supporting contingency movements.

2.5.5.3.1. (Added) ISU-90s will not fit on KC-10s or KC-135s is because these two airframes have a contoured fuselage, which prohibits a straight up-and-down 90-inch tall ISU from being loaded without damaging the aircraft itself. ANG/LGX does not recommend purchasing the straight-up ISU-90s for any Air Force units. These have proven to be the least versatile of any of the ISU Containers. Although they fit in three positions within the C130 it does require a Load Planner to make allowances and it slows them down. The primary reason it slows them down with Load Planning is because on a C-130, in those three positions, units must have a 6-inch aisle way to allow for personnel movement within the aircraft.

2.5.5.3.2. (Added) ANG/LGX recommends the following types of ISU platforms be purchased to support Fighter wings, Airlift wings and Air Refueling wings:

2.5.5.3.2.1. (Added) Fighter Wings comprised of A/OA-10, F-15 and F-16 aircraft may purchase any of the following ISU platforms to support cargo movement on any type of strategic military airlift:

ISU 90 KCI

ISU 70 KCA

ISU 60's

ISU 90 I's

ISU 60's

ISU 90 KCI

ISU 70KCA

2.5.5.3.2.2. (Added) Airlift Wings comprised of C-130 (all types) may purchase any of the following ISU platforms to support cargo movement:

ISU 90 I's

ISU 60's

2.5.5.3.2.3. (Added) Refueling Wings comprised of KC-10s (all models) and KC-135s (all models) may purchase any of the following ISU platforms to support cargo movement;

ISU 90 KCI

ISU 70KCA

2.5.6. While LOGMOD automates the Personnel shortfall process, it does not generate an automated AF IMT 4006. AF IMT 4006s are required to be completed and turned into the DCC by the tasked unit submitting a Levy/DRMD or equipment shortfall. IDP policy must reflect when AF IMT 4006 shortfall will be submitted by the tasked unit. Units may use LSA for generating AF IMT 4006s for personnel and cargo shortfalls.

2.6.1. ANG wing MPF will build a Plan ID containing the UTCs listed in the Tenant/ Independent units DOC statement/OPLAN/TPFDD or local exercises. Additionally, MPF personnel will provide a current unit PRF to UDMs, tenant and Independent units at least monthly for LOGMOD updating. ANG Tenant/ Independent units will request these files from their supporting host active/reserve wings. ***NOTE:*** PRFs are provided to UDMs through LOGMOD for the purpose of maintaining current unit personnel information LSA.

2.6.1.1. ANG wing MPF will provide a levy file(s) to the IDO and in-turn the IDO will provide the Tenant/Independent unit each OPLAN/CONPLAN or TPFDD in which the unit is tasked. Tenant/ Independent units supported by active/reserve wings will request these files from the host wing and load them into LOGMOD/DSOE.

2.6.1.7. ANG tenant/Independent units will document corrective actions correspondence, which is to be maintained and disposed of IAW AFMAN 37-123, *Management of Records*, Maintain and dispose of records according to the Air Force Records Disposition Schedule, accessible on-line at **https://webrims.amc.af.mil/**, and AFI 37-138, *Records Disposition Procedures and Responsibilities*.

2.7. **Deployment Organizational Structure.** ANG tenant/ Independent unit logistic planners will identify the unit deployment organization structure and requirements to properly prepare the cargo and personnel for deployment. An UDCC will be established, as the unit focal point, for command and control.

2.8.1. Tenant/independent units have their own LOGMOD database, thus selected IDS responsibilities normally performed by the DCC will be accomplished by the UDCC function.

2.9.1. ANG tenant/ Independent units are to ensure the unit deployment process will provide complete cargo documentation, properly configured and marshaled IAW the deployment order for transport to their departure base/APOE.

2.9.1.1. To meet the requirements of AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*, individuals must receive training IAW AFMAN 24-204(I), Paragraph 1.2.5., and Attachment 25, Paragraph A25.2., (Handlers).

2.9.1.6. (ANG) Ensure CMOS or GATES cargo manifest diskettes accompany each load of manifested cargo. Replace MILSTAMP with DoD 4500.9-R. Ensure CMOS or GATES cargo manifest diskettes accompany each load of manifested cargo.

2.10.1. ANG tenant/Independent units are to establish a unit personnel process to identify and ensure all documentation is completed. Responsibilities include, but not limited to:

- Proper eligibility and immunizations.
- Professional equipment and supplies.
- Personal clothing and equipment.
- Assign qualified personnel to deployment positions.
- Ensure personnel are current in Personnel Readiness Training items (Reference, Paragraph **1.6.2.2.**).
- Assign personnel to aircraft chalks or convoys.
- Appoint applicable deployment couriers: Troop/Convoy Commander, classified, hazardous cargo.
- Weapons/munitions, deployed equipment/Mobility Readiness Spares Package (MRSP) custodians.

2.11.1.1. ANG flying Wings/Independent unit UDCC functions will be staffed with unit personnel knowledgeable in AFI 10-403 and the unit IDP; trained and proficient in the use of IDS modules, LOGMOD, and CALM and sub-systems modules: DSOE and UDM. Consideration should be given to self-starters and independent workers. Permanently assigning personnel to the UDCC with personnel specialist (3SXXX), information management specialist (3AXXX) and aircraft load planning certification skills provides a core of key personnel. Commanders are to designate personnel, in writing, assigned in the UDCC during deployment preparation operations. Recommend that appointments be for a minimum of two years.

2.11.2.2. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, manual cargo Load and Packing lists must be downloaded from the ANG/LGX web site **https://logistics.ang.af.mil/LGX** and completed. Exceptions to using LOGMOD/LSA Load and Packing lists are as follows: Medical units may use Medical Logistics (MEDLOG) packing lists. Supply units may use Standard Base Supply System listings (R-43, etc.) for MRSP packing lists. Civil Engineering units may use Air Force EOD Equipment and Supply Listing (AFEODESL) and Illustrated Parts Breakdowns (IPBS). Standard configuration for AF EOD equipment is identified in the AFEODESL. The contents of individual EOD kits are further defined in 60-series Technical Orders IPBS. Printed copies of pertinent ESL and/or Illustrated Parts Breakdown (IPB) information will be placed on or within individual kits. Units will not use manual Deployment Load

and Packing lists except under the most unusual of circumstances (i.e., LOGMOD/LSA system failure, short notice deployment tasking, and deploying a non-standard UTC, etc.).

2.11.2.2.1. (Added) All containers (except as otherwise identified herein) will have a LOGMOD packing list affixed with detailed list of all suffixed items within the container. When the suffixed item in the container is an inside container with more than one item, the inside container will have an AF IMT 2518 attached, locally developed electronic forms may be used, provided they include as a minimum the same data fields as the AF IMT 2518.

2.11.2.2.2. (Added) Administrative containers will have "Miscellaneous Admin Supplies" as the 001 suffixed item, unless the unit determines to detail the items in LOGPLAN. The same rules apply to Combined Tool Kits (CTK).

2.11.2.2.3. (Added) Bench Stock containers will have "See Enclosed List" as the 001 suffixed item in LOGMOD, and unit will enclose a copy of the Bench Stock S04 report.

2.12.1. Tenant units will utilize the host IDP and/or request an annex to interface their process in the host IDP. Each Independent unit will develop an IDP to assemble the unit at its location. It will include the deployment process detailing procedures, checklists for processing personnel and the packing, weighing and assembly of cargo increments for transport from the Independent unit location to the host base/APOE.

2.12.1.1. The host ANG Wing IDP will identify **Chapter 8 (Added)** requirements which identify how the host wing will use all components of IDS, to include a backup process for using LSA for deployments. The host ANG Wing IDP will include interface procedures to receive, process and deploy Independent units departing by airlift or by surface to an APOE. These procedures will address timelines and receipt of IDS personnel, cargo and CALM/AALPS files for manifesting and ITV, current intelligence information, Air Tasking Order etc. The Independent unit IDP will interface with the host base/APOE regarding flow of IDS files and receipt of current movement information.

2.12.2. (Added) Units must publish or revise their IDP guidance within 6 months after any of the following: activation of a new unit, a major change in manpower or equipment authorizations which results in changes to installation deployment policy or process, a unit move or mission design series (MDS) conversion by a tenant or subordinate unit, or receipt of deployment guidance or changes from AF/ILGD or ANG/LGX.

2.13. **Developing Deployment Education Programs.** ANG flying Wings/Independent unit logistics planner will identify deployment-training requirements for inclusion in the unit annual training plan. Tenant/ Independent unit logistic planner will coordinate with the host wing for IDS, UDM and/or specialized deployment training.

2.13.1.1. ANG tenant unit commanders/UDM's are to be trained by the host wing. The Independent unit logistics planner is responsible for deployment education and training of the unit commander and staff regarding preparation of personnel and cargo for deployment.

2.13.1.3. The host ANG Wing will offer training to tenant/independent unit personnel for IDS, UDM and deployment augmentees classes. Tenant/independent units with active/reserve wings as host will coordinate with the host wing IDO.

2.13.1.4. Independent units will conduct initial and refresher training for couriers, personnel and augmentees assigned to deployment responsibilities, deployment and the UDCC work centers. Coordinate with the host wing for deployment training beyond the unit capability.

2.13.1.5. All tenant/Independent unit UDMs, UDCC/work center augmentees and courier training is to be documented using existing methods such as: CAMS, AF IMT 623A or AF IMT 1098, *Special Task Certification and Recurring Training*.

2.13.1.6. The Independent unit logistics planner will provide monthly deployment training status to the squadron commander. The type of data reviewed may be modified to meet the requirements of the unit.

3.2.2.1. The host ANG Wing IDO will coordinate with the Independent unit and provide deployment assistance as necessary. The Independent unit logistics planner is responsible to review the tasking and establish a concept of operations and support with the commander and key personnel. Independent units with active/reserve wings as host will coordinate with the host Wing IDO.

3.2.3. ANG flying Wings/ Independent Unit Commanders will follow ANG or the tasking message guidance regarding the placement of unit personnel on standby status.

3.2.4. The host ANG IDO will arrange for current intelligence information to be passed to the Independent unit commander. Independent units with active/reserve wings as host will coordinate with the host wing IDO.

3.3.1. Tenant/ independent Unit Commanders will identify and submit deployment shortfalls / LIMFACs for up channel reporting.

3.3.2. The tenant/Independent unit combat communications units will initially send shortfalls request forms to their Combat Communications Group (CCGP) Headquarters for assistance. The CCGP will screen their units and advise the tasked unit of replacements and/or unresolved shortfalls. Tasked units will report shortfalls to the host base IDO/DCC along with personnel replacement data received from CCGP for forwarding to the Air National Guard Communications Directorate (ANG/C4) FAM. ACS, Air Traffic Control (ATC), Red Horse Flight (RHF), and Engineering and Installation (EI) units will submit shortfalls requests to the host base IDO/DCC for forwarding to the ANG FAM. ANG FAM will approve/ disapprove recommended replacements and forward replacement tasking data and/or unresolved shortfalls to the tasking MAJCOM or agency.

3.4.2. The Independent unit UDCC function will be the focal point for the unit air/surface movement to the host base or APOE. In preparation for movement, initiate coordination with the host wing or as directed in the tasking message for current movement information.

3.4.3. The tenant/independent unit commanders will direct the appropriate level of recall of unit personnel and staffing to execute the deployment tasking.

3.4.4. Tenant/Independent Unit Commanders will provide the tasking order/message to the logistics planner in order to tailor the original LOGPLAN. Independent units must request the MANPER-B Levy and a current PRF from the host base MPF to import into LOGMOD/DSOE.

3.4.5. Independent units will conduct a deployment concept briefing to ensure all personnel understand: the tasking, schedule of events, interface with the host base and/or movement to the host base/APOE for departure. Tenant units will execute IAW the host IDP.

3.5.4. Tenant units will activate UDCC IAW the host IDP. Independent units will activate their UDCC IAW their IDP and coordinate with the host IDO in the event the unit received the tasking directly. Upon activation, the UDCC function in independent units performs DCC type responsibilities such as managing resources and the IDS deployment process. The UDCC function is responsible to update the tenant/inde-

pendent unit commander and staff during deployment operations IAW the unit IDP. Shortfall documents from ANG tenant and independent units will be submitted IAW Paragraph **3.3.2.**, above.

3.6. **Deployment Schedule of Events (DSOE).** To ensure the DSOE meets departure times for deploying cargo and passenger movement, the IDO must build a Mode/Events table in LOGMOD and LSA. At a minimum, the Mode/Events table must reflect the more commonly received Modes of Transportation (airlift/sealift/ground) at the POE or Home Station. At the time of deployment/deployment notification, the IDO must ensure the Mode/Events table contains the actual deployment modes of transportation. The Mode/Events table provides the baseline capability to schedule, monitor, and control movement of cargo and personnel via air, sea or surface modes of transportation. Independent units must build or tailor an original plan in LOGPLAN and import the LOGPLAN file into DSOE. It must be a complete LOGPLAN file including TCMD and CALM/AALPS data. Import the tasked MANPER-B Levy file and a current PRF from the host wing MPF into the LOGMOD/DSOE. Develop a unit assembly schedule for unit distribution. Tasking changes received from the host base IDO, APOE, or changes to the increment flow will be published as a change to the unit assembly schedule and distributed immediately. Unit workstations will report increment status to the UDCC Independent units may use a local method, in lieu of the DSOE Monitor Window screen, to track and monitor cargo and personnel for unit assembly. The use of the DSOE Cargo and PAX assembly/monitor screens and the DSOE Cargo and PAX status screens are not applicable for Independent units. Tenant ANG units will prepare for deployment IAW the host IDP. Independent units are to complete PAX and cargo assembly using the Integrated Deployment System features listed below:

- Obtain/load a current unit PRF.
- Obtain/load the OPLAN DRMD Levy.
- Create DSOE ID in LOGMOD.
- Enter deployment information.
- Review/update events screen.
- Enter aircraft airflow information.
- DSOE-Apply tailored LOGPLAN to DSOE.
- Prepare a draft CALM/AALPS load plan.
- UDM-Assign PAX to DRMD.
- Print AF IMTs 245, AF IMT 4005.
- Print a PAX shortfall listing.
- DSOE-Create block seating feature.
- UDM-Assign PAX to Chalk.
- Print PAX chalk list(s).
- Print Deployment Manning Document (DMD) Listings (3).
- DSOE-Assign Cargo increments to Chalk
- Indicate combined increments on the lead increment number.
- Finalize CALM/AALPS load plan.
- Forward PAX Chalk file to host base.

- Forward Cargo, CMC and CALM/AALPS files to host/APOE base.

3.6.1. Upon receipt of tasking orders, all ANG units are to review and update the out movement priority as required.

3.6.1.1. Creating a DSOE - The DSOE module of LOGMOD is an automated scheduling system. It gives the IDO the capability to create and maintain DSOEs for their units. The DSOE module takes unclassified inputs of TPFDD information, airlift flow schedules, and timing criteria (via manual input) and combines it with UTC tasking data (via file Interfacing) to create a list of scheduled actions in support of deployment operations.

3.6.1.2. (Added) Create a DSOE ID and establish system defaults - A DSOE ID is a unique code identifying the tasks combined in support of planning execution. The IDO must create a DSOE ID using the Air Force approved PSEUDO PID for the TPFDD being executed for a particular deployment. Contact ANG/LGX for a complete list of AF–approved PSEUDO PIDs. The IDO must associate a DSOE title for the schedule of events being created for the DSOE ID. To ensure LOGMOD remains an unclassified system, the DSOE ID title must not identify the Theater, AOR or specific location(s) where scheduled cargo and personnel are being deployed. Additionally, the IDO will not identify the actual Geographic Location (GeoLoc) or International Civil Aviation Organization (ICAO) codes in the Destination code field of the DSOE ID.

3.6.1.3. (Added) Define Mode Events and Timing Criteria - The actual tasks associated with using a mode of transport are created when developing the modes to the events relationship. The Mode/Event table is used to Add, Modify, and Delete modes of travel and timing criteria for each Event/Event Type. Keep in mind that the Modes in the Mode/Event table should be reflect the more common airlift received at the POE or Home Station for deployments (i.e., C-141's, C-17's, KC-10's, and even surface Modes like Buses, Flatbeds, Trucks, etc).

3.6.1.4. (Added) Timing of DSOE action items is critical to creating a schedule of events. The many actions involved in the preparation for actual deployment can vary according to the mode of transport for a deploying chalk. The basis for the IDO building the LOGMOD Mode/Events table should be based on how long it will take for certain processes to take place, which are not necessarily based on aircraft ground times. Based on the modes of transportation (airlift / sealift / ground) within a DSOE, for each deploying chalk, the IDO must build the Mode/Events table to track the minimum Cargo and Personnel Events and Event Types shown in **Table 3.1. (Added)**, and **Table 3.2. (Added)**

Table 3.1. (Added) Cargo Processing Event.

- CMOS to GTN.
- Aircraft Commander Briefed.
- Cargo Courier Briefed.
- Cargo Manifest to Quality Control (QC).
- Cargo Loading Complete.
- Cargo Loading Start.
- Load Plan Complete.
- Cargo Marshaling Complete.
- Cargo Marshaling Start.
- Cargo Assembly Complete.

Table 3.2. (Added) Personnel Processing Event.

- Passenger Loading Complete.
- Passenger Loading Start.
- Passenger Manifest to Quality Control.
- CED Orders Complete.
- Passenger Briefing Complete.
- Passenger Processing Complete.
- Passenger Processing Start.
- Passenger Assembly Complete.

3.6.3.2. (Added) The IDO will ensure that the CMOS/GATES operator transmits Passenger and Cargo Manifest information to GTN NLT one hour after Chalk Departure. This event must be tracked in the DSOE for each deploying chalk from the POE or Home Station as an Estimated Time of Departure (ETD) Plus event in the Mode/Events table with a standard time of one Hour.

3.7.1. Unit replacement priorities are to be determined as early as possible and included on the unit shortfall list.

3.7.2. ANG Tenant/Independent units will send shortfalls request IAW Paragraph **3.3.2.**, above.

3.10. **Reporting Deployment UTC Data to JOPES.** Independent units will comply and submit tailored LOGPLAN data files for review to the gaining MAJCOM as requested.

3.11.1. Archiving of LOGPLAN Detail Files, DSOE files and CMOS Passenger and Cargo manifest data will be exported and filed separately from their respective systems in order to maintain effective system performance by minimizing application server storage capacity. The ANG tenant/Independent unit logistics planner is responsible for the collection and documenting of deployment data IAW the below paragraphs for subsequent review and analysis.

3.11.1.1. CMOS error/edit listings of ANG units CMOS data files from LOGMOD (*.cmc) are to be included in the unit's historical records for review, analysis and corrective action. Maintenance and disposition IAW AFMAN 37-123, the Air Force Records Disposition Schedule, and AFI 37-138. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, manual cargo Load and Packing lists must be downloaded from the ANG/LGX web site **https://logistics.ang.af.mil/LGX** and completed. Exceptions to using LOGMOD/LSA Load and Packing lists are as follows: Medical units may use MEDLOG packing lists and supply units may use Standard Base Supply System listings (R-43, etc.) for MRSP packing lists. EOD units will use AFEODESL and IPBS. Standard configuration for AF EOD equipment is identified in the AFEODESL. The contents of individual EOD kits are further defined in 60-series Technical Orders IPBS. Printed copies of pertinent Equipment and Supplies Listing (ESL) and/or IPB information will be placed on or within individual kits. Units will not use manual Deployment Load and Packing (AF IMT 2518) lists except under the most unusual of circumstances (i.e., LOGMOD/LSA system failure, short notice deployment tasking, and deploying a non-standard UTC, etc.).

3.11.1.1.1. (Added) All containers (except as otherwise identified herein) will have a LOGMOD packing list affixed with detailed list of all suffixed items within the container. When the suffixed item in the container is an inside container with more than one item, the inside container will have an AF IMT 2518 attached, locally developed electronic forms may be used, provided they include as a minimum the same data fields as the AF IMT 2518.

3.11.1.1.2. (Added) Administrative containers will have "Miscellaneous Admin Supplies" as the 001 suffixed item, unless the unit determines to detail the items in LOGPLAN. The same rules apply to CTK.

3.11.1.1.3. (Added) Bench Stock containers will have "See Enclosed List" as the 001 suffixed item in LOGMOD, and unit will enclose a copy of the Bench Stock S04 report.

4.1.1. Delete MILSTAMP reference.

4.2. **Identify and Prepare Equipment and Cargo.** LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, manual cargo Load and Packing lists must be downloaded from the ANG/LGX web site **https://logistics.ang.af.mil/LGX** and completed. Items loaded onto increments (containers onto pallets or rolling stock) will be marked/stenciled in a waterproof manner. Minimum markings will consist of:

- Line One: UTC/Unit of assignment (e.g., 890 FS).
- Line Two: Deployment echelon/Increment number/Item number (e.g., C1-1004-01)
  Apply packing/shipping markings and labels IAW equipment technical orders.
  Additional, unit markings are authorized.

4.2.1. ANG tenant units are to participate in the host wing HAZMAT sample book program. Independent units will prepare and submit the unit HAZMAT sample book for review and approval by the host wing transportation function. ANG tenant/independent units are to provide a current unit HAZMAT certification authorization letter to the host wing transportation function.

4.3.1. LOGMOD/LSA Deployment Shipping Placards will be printed and affixed in a waterproof manner to each deploying increment of cargo for identification purposes from the unit to the CDF for in-check

purposes. As LOGMOD/LSA cannot produce a Defense Transportation Regulation (DTR) compliant deployment shipping placard with a destination Department of Defense Address Activity Code (DoDAAC), deployed unit mailing address and bar code label in block 9 it is ultimately the CMOS/GATES operators responsibility to produce an updated Deployment Shipping Placard from CMOS/GATES for every Increment of Cargo upon in-check at the CDF.

4.4.1.1. To optimize airlift, increments which are too small to palletize, by themselves, will be physically combined into a single increment and palletized whenever possible. When combined, the lead unit must identify a POC for the increment or pallet (i.e., Lead unit). When combining increments and/or pallets, units must coordinate their efforts with the DCC scheduler and/or the IDO. To ensure ITV is created properly within LOGMOD/LSA for each tasked cargo UTC, the LOGMOD Administrator must not combine small UTCs together into a single increment or pallet. For each cargo UTC reflected in the deployment TPFDD, there must be a corresponding ULN, for that same UTC, for every increment of cargo. Each increment of cargo must have its own TCN, which is based on the UTC/ULN reflected in the deployment TPFDD. The LOGMOD Administrator must ensure deploying TCNs match TCNs reflected on the DSOE and in the CMOS TCN Detail file created by the DCC when disseminating cargo files from LOGMOD-DSOE to the CMOS/GATES operator. The remarks block on the DSOE and in CMOS will be used to reflect combined increments. The remarks block will also reflect which unit has lead responsibility for the increments. CMOS/GATES operators will use the DSOE Chalk Remarks field to merge together the small UTCs that have been physically combined to create a Lead TCN, for the heaviest weighted National Stock Number (NSN), and Subsidiary TCNs for all of the remaining/combined UTC/ULN increments that have been combined with the Lead. ***NOTE:*** When physically combining Increments of cargo, copies of the Load lists for each of the Increments that are being combined must be placed on the outside of the Lead/Prime Increment. This allows CDF personnel to have access to all load list information at the time of Joint Inspection (JI)/In-check. The Lead/Prime load list should be placed on the outside of the Increment packing envelope as to be the first document pulled by the CDF In-checker. This lead/prime load list must be annotated to reflect the overall combined Increment weights and Dimensions. Pen and ink changes are authorized. The same procedures apply for Deployment Shipping Placards for combined Increments.

4.4.2. Tenant/Independent units will report to the host base/APOE CDF with a CALM/AALPS load plan disk and sufficient hard copies for distribution.

4.6. **Deliver Cargo.** Independent units are to develop a plan move the cargo/PAX from the unit location to the host base/APOE. Coordinated the plan with the host XPL/LGX, IDO and transportation function for inclusion in the host IDP.

4.11.1.1. Either CMOS or GATES will be used to generate the electronic cargo manifest and diskette to accompany each load of manifested cargo. If CMOS/GATES is not available to produce the manifest, a DD FORM 1385, *Cargo Manifest*, is used. It is imperative that UDMs ensure all of the required TCMD Data (e.g., Transportation Trailer Data for HAZMAT, Sensitive, Classified, etc.) is accurate and loaded in LOGMOD. UDMs may require the assistance of transportation specialist to ensure TCMD Data meets DTR requirements. Follow procedures in Paragraphs **2.5.1.1.1. (Added)** and **2.5.1.1.2. (Added)**, to ensure proper manifesting and achievement of ITV.

4.15. **In-Transit Visibility (ITV).** ITV Provides visibility of deploying cargo and personnel from Home Station (Origin) to Destination. Supported/Supporting Commanders use ITV to track the flow of capabilities and track critical assets (e.g., Munitions) from Origin into an Area of Operations (AO). Transportation closure, as indicated by ITV, is critical as a gauge to predict / endorse when capabilities will be/are in

place to commence operations. However, force closure cannot be ascertained through ITV alone. Only the deployed commander can declare force closure (i.e., the force is ready to commence operations).

4.15.1. (Added) Without exception, valid ULNs from the applicable Combatant Commander's TPFDD are required for deploying cargo and personnel in order to relate these resources back to the requirements in the TPFDD. Air Force automated systems that comprise the IDS must be used to support the deployment process and enable/achieve ITV. CMOS/GATES manifest diskettes will accompany all missions to facilitate re-manifesting and continuation of ITV at en-route or transload locations. CMOS/GATES must pass the movement data, with valid ULNs, to GTN. Guidance on the use of CMOS can be found in AFI 24-201, Chapter 15, Paragraphs 15.1. and 15.4. Training for CMOS can be downloaded from the following web site: **http://www.ssg.gunter.af.mil/cmos**.

4.15.2. (Added) An instruction manual for GATES can be downloaded from the following web site: **https://amc.scott.af.mil/do/doz/dozm/gates/doowload/gates%20pamphlet.pdf**.

5.3.2. ANG tenant/independent units will include the AFSC substitution process when assigning personnel to the DRMD in the IDP.

5.3.3. ANG tenant/independent units will include the grade and skill substitution process in the IDP.

5.4. **The Personnel Processing Process.** ANG squadron commanders may assign the maintenance, control and storage of Personnel Readiness Folders within any unit function. During deployment operations, assign personnel to the UDCC focal point to assist with updating and finalizing PRFs for deploying personnel.

5.4.1. The OPLAN/CONPLAN TPFDD is the official tasking authority for unit deployments. In cases where planning data is not received from the MAJCOM, the wing MPF is to build the plan (levy file) from the TPFDD and MANPER. In the event, a TPFDD was not received; the MPF, acting in its wing MO role, is to obtain plan data from the MAJCOM when notified by a component authority that MAJCOM "S" coded requirements exist. Tenant/independent units supported by active/reserve wings will coordinate with the host wing IDO.

5.5. **Develop a Minimum Personnel Requirements List.** ANG units will include a minimum personnel requirements list in the unit IDP. Deployment of mobility bags, weapons, ammunition and chemical injectors are to be deployed IAW the tasking guidance.

5.6.1.1.3. The PRF must be provided to the PDF. The Personnel Readiness Function (PRU) will generate a PRF by UIC for all deploying/deployed units. The file format for the PRF is (DVK*U0.PRF). The Levy data disk must be provided to the PDF (By Chalk) regardless of the number of personnel deploying. The file format for this MANPER-B/CMOS Interface is (*.PAX).

5.6.1.1.5. The LOGMOD Administrator must generate a LOGPLAN Detail File. **LOGPLAN Detail file (DTG*.PLN) -** This file comes from the LOGPLAN module of LOGMOD. This file contains equipment UTCs, as reflected in the Deployment TPFDD that have been tasked to Deploy from Home Station and have been tailored by each respective UDM. The LOGMOD Administrator must also generate a GATES/CMOS TCN Detail File. **GATES/CMOS TCN Detail file (DTG*.CMC) -** This files comes from DSOE module of LOGMOD. This is a single file containing specific transportation information for all deploying chalked or un-chalked cargo increments (a.k.a., TCNs) that is used to populate fields in GATES or CMOS and transmit to GTN for cargo ITV.

5.6.1.1.6. The Load Planner must generate a CALM/AALPS file (By Chalk). CALM/AALPS file (*.CL5) - This file comes from either the CALM or AALPS Load Planning systems and must be generated once the Final Load Plan for a chalk has been Certified.

5.6.1.1.9. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, manual cargo Load and Packing lists must be downloaded from the ANG/LGX web site **https://logistics.ang.af.mil/LGX** and completed.

6.4.1.9. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, manual cargo Load and Packing lists must be downloaded from the ANG/LGX web site **https://logistics.ang.af.mil/LGX** and completed.

6.5.1.2. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, manual cargo Load and Packing lists must be downloaded from the ANG/LGX web site **https://logistics.ang.af.mil/LGX** and completed.

7.3.3. Deployed Logistics Planners or Log C2 Cell will make every effort to use LSA as their primary Re-Deployment IDS tool in order to achieve Re-Deployment ITV. To facilitate the Re-Deployment process, Logistics Planners or Log C2 Cell will use the ANG LSA Re-Deployment Checklist (See **Attachment 19 (Added)**).

Chapter 8 (Added)

INTEGRATED DEPLOYMENT SYSTEM (IDS)

8.1. (Added) Integrated Deployment System. This chapter outlines the IDS automated deployment processes and clarifies the specific responsibilities of the Host Wing and Independent Unit LOGMOD Administrator upon receipt and/or notification of a contingency deployment tasking.

8.1.1. (Added) The Host Wing IDO, or equivalent, will use all or a variation of the components of IDS to directly support the deployment of host wing units or independent units for which the IDO or equivalent is responsible. The use of non-IDS components is prohibited. A list of Host wings and their corresponding independent units can be obtained from ANG/LGX.

8.1.2. (Added) Host Wing IDOs will provide direct IDS support to their respective Independent Units who do not have their own MANPER-B and CMOS/GATES components in order to meet Air Force and DoD ITV requirements for deployments. Recommend all Host Wing IDOs document this direct support in the form of a Support Agreement.

8.1.3. (Added) The components of IDS used for wing level deployments and contingency operations includes the following:

- Automated Airlift Load Planning System (AALPS).
- Cargo Movement Operations System (CMOS).
- Computer Aided Load Manifesting (CALM).
- Global Air Transportation Execution System (GATES).
- Logistics Module (LOGMOD)/LOGMOD Stand Alone (LSA).
- Manpower/Personnel System-Base Level (MANPER-B).

8.2. (Added) Automated Deployment Process Flowchart. The IDS is the Air Force automated system used to support and streamline wing level deployments by providing interfaces necessary for the flow of information throughout the process. IDS supports two basic capabilities in the deliberate planning process; 1) Deployment Planning and 2) Execution Planning. Using all or a variation of the IDS components provides a one time data capture, allowing immediate substitution of unit equipment and personnel, improves data accuracy and velocity of information transfer, and provides a single system for use across the range of deployment operations. The Flowchart in **Attachment 21 (Added)** illustrates the basic IDS process for all Air Force units.

8.2.1. (Added) Deployment Planning. Deployment Planning consists of the following major processes which are out-lined in the following paragraphs.

- Build Master PID based on worst case tasking.
- Copy UTCs from LOGFOR and MANFOR to LOGPLAN and MANPER.
- Update CALM and TCMD.
- Check feasibility (MET).
- UDMs Manage resources.

8.2.2. (Added) **Deployment Planning Processes.**

8.2.2.1. (Added) **Tasking received from source.**

8.2.2.1.1. (Added) MAJCOMs task units for deployment. Taskings are received in the form of a Time-Phased Force Deployment Data (TPFDD) for OPLANs, CONPLANs, AEF rotations and Small Scale Contingencies. For operational contingencies, PRF normally receives UTC taskings in the form of a DRMD, through DPT/Levy. AMC-Gained units may receive UTC taskings in the form of an Air Mobility Tasking (AMT) through the Global Decision Support System (GDSS) Logbook.

8.2.2.1.2. (Added) Wings assess taskings, build executable support plans and prepare them using LOGPLAN and MANPER-B. The IDO, Squadron Commanders, UDMs and PRF combined, are responsible for validating all taskings against UMD and current approved UTC source documents and identify UTC/UMD mismatches to their respective National Guard Bureau (NGB) UTC FAMs. When the PRF does not receive a DRMD/Levy from Higher Headquarters for a contingency tasking, they must build one manually using the appropriate validated/locked TPFDD using the MANPER-B system. Discrepancies noted must be identified to the appropriate NGB UTC FAM for resolution.

8.2.2.1.3. (Added) The IDO and PRFs assist units in managing and preparing for tasking.

8.2.2.1.4. (Added) Units prepare personnel and equipment.

8.2.2.1.5. (Added) Upon Execution of a Plan (i.e., TPFDD), execute the Plan and follow the process.

8.2.2.2. (Added) **The IDO builds Pseudo PID for tasked UTC/ULN equipment.**

8.2.2.2.1. (Added) Build Master PID based on worst case tasking:

- Copy tasked standard Air Force approved UTCs from LOGFOR to LOGPLAN PIDs (See Paragraph **2.5.2.1.1. (Added)**).
- Update CALM and TCMD Data in master PID (UDM responsibility) before copying ULN specific UTCs to OPLAN, CONPLAN, and AEF specific PIDs.
- Pare and Tailor based on deliberate planning documentation (i.e., WRM and Base Support Plans).

8.2.2.2.2. (Added) **Create DSOE ID for tasked UTC/ULNs (cargo and PAX).**

- Build DSOE ID,

8.2.2.2.3. (Added) **Assign LOGPLAN ULNs to DSOE.**

- Link UTCs from the PID with ULN into the DSOE ID. **NOTE:** If UDMs make changes to the Increments after it has been imported to DSOE, the LOGPLAN and DSOE data will not match.
- Pare and Tailor should be complete.
- CALM and TCMD data **MUST** be complete.

8.2.2.2.4. (Added) **PRFs, using MANPER-B, builds PID for tasked UTC/ULN AFSCs**

8.2.2.2.4.1. (Added) Manpower (MET) receives the personnel tasking from MAJCOM.

- Builds the PID in MANPER-B.
- Reviews the requirements against tasked unit capability.

8.2.2.2.5. (Added) **MANPER-B creates Levy file for export to LOGMOD**

- Advises Personnel (PRF) of tasking. **NOTE:** Package should be tailored prior to creating Levy for DSOE.

8.2.2.2.6. (Added) **Assign Levy ULNs to DSOE.**

8.2.2.2.6.1. (Added) Loggie imports Levy into DSOE.

- Tasked AFSC now available for UDMs to review.

8.2.2.2.7. (Added) **LOGMOD Creates CALM/AALPS Export File**

8.2.2.2.7.1. (Added) Planner creates data file for CALM/AALPS

8.2.2.2.8. (Added) **CALM/AALPS builds pre-load plans/provides chalk sequence to LOGMOD.**

8.2.2.2.8.1. (Added) Load Planner produces Pre-Load plans based on initial planning factors

- -Tasked TCNs and seat requirements.
- -Priorities set in LOGPLAN.
- -Now we know how many aircraft are required.

8.2.2.2.9. (Added) **Assign ULN Line Numbers to chalks or create block seats.**

8.2.2.2.10. (Added) **Assign cargo TCNs to chalks in DSOE.**

8.2.2.2.11. (Added) **Refine, print and monitor DSOE using pre-load plan and unit info.**

8.2.2.2.12. (Added) **MANPER-B creates new PRF, if required by base procedures.**

8.2.2.2.12.1. (Added) Personnel creates the current PRF.

8.2.2.2.13. (Added) **Import new PRF to LOGMOD.**

8.2.2.2.13.1. (Added) Planner Imports the PRF to LOGMOD to give UDMs current data.

8.2.2.2.14. (Added) **Units work in UDM to assign personnel to tasked positions.**

8.2.2.2.14.1. (Added) UDMs link Faces to Spaces.

8.2.2.2.14.2. (Added) UDMs start PAX and Cargo Unit Assembly.

8.2.2.2.15. (Added) **LOGMOD Creates MANPER-B Plan Update File.**

8.2.2.2.15.1. (Added) Once all UDMs have completed.

- -Updating Faces to Spaces.
- -Working shortfalls.

8.2.2.2.16. (Added) **MANPER-B creates GATES/CMOS PAX Detail**

8.2.2.2.17. (Added) **LOGMOD Creates GATES/CMOS Export files for cargo incheck**

8.2.2.2.17.1. (Added) Once all cargo problems are handled.

8.2.2.2.17.2. (Added) NOW begin Cargo Marshalling and PAX Processing.

8.2.2.2.18. (Added) **Cargo and PAX processed and manifested using CMOS/GATES.**

8.2.2.2.19. (Added) **CALM/AALPS creates final load plans.**

8.2.2.2.19.1. (Added) With actual weights from CMOS/GATES, CALM/AALPS can produce Final Load Plans.

8.2.2.2.20. (Added) **GATES/CMOS releases GTN data by chalk.**

8.2.2.2.20.1. (Added) Wheels up.

8.2.2.2.21. (Added) **End of DSOE and tasking?**

8.2.2.2.21.1. (Added) If Yes, Stop.

8.2.2.2.21.2. (Added) If No, Refine, print, and monitor DSOE using pre-load plan and unit info.

8.2.3. (Added) Execution Planning. Execution Planning consist of the following major processes.

- Build Pseudo PID.
- Copy tasked UTCs from Master PID or LOGFOR/MANFOR.
- Pare and Tailor to meet tasked mission/location.
- Build DSOE for tasking using TPFDD/Airflow.
- Execute the Plan.

A4.1. Legal Counseling Station Checklist.

3.a. (Added) PRFs for ANG personnel at a minimum should include documentation, the unit member was advised and aware to have their legal affairs and documents current. Documentation should be signed and dated by the member.

Individual Readiness Folder Checklist.

1.a. (Added) ANG units are to maintain Personnel Readiness folders for all personnel subject to deploy.

2.g. (Added) AFMAN 10-100, *Airman's Manual*.

Individual Requirements Checklist.

1. Validation vs. AF IMT 4005, LOGMOD Form 4005, and this AFI.

1.s. (Added) AFMAN 10-100, *Airman's Manual*, mandatory requirement for all personnel assigned to a deployable or associate UTC to hand-carry. UDM should make this a mandatory checklist item when conducting a semi-annual PRF review for all unit personnel who are assigned to a deployable or associate UTC. IDO must ensure their UDMs are tracking this as a mandatory deployment checklist item when conducting Staff Assistance Visits (SAV).

Unit Commander’s Checklist.

9.a. (Added) ANG tenant/Independent units are to submit an After Action Report to the host wing logistics plans function for every unit mobility (Phase I) MAJCOM/JCS exercise, AFT or Operational Readiness Inspection (ORI) or Operational Readiness Exercise (ORE).

Unit Deployment Manager Responsibilities Checklist.

11. Have procedures been established to ensure individuals assigned to a deployable or associate UTC are briefed on responsibilities in support of unit deployment to include:

11.j. (Added) Members responsibility to hand-carry a copy of AFMAN 10-100, *Airman's Manual*, during a deployment?

13. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, manual cargo Load and Packing lists must be downloaded from the ANG/LGX web site **https://logistics.ang.af.mil/LGX** and completed.

A5.1. **Recommended Deployment Training Requirements/Responsibilities.** As the term "Combat Readiness" applies to Active Duty units only. The IDO must document in the IDP those offices responsible for scheduling (Record Keeping) and providing training identified in this Attachment. It is imperative in identifying “Record Keeping” for each type of training may vary from wing-to-wing.

TYPE OF TRAINING	FREQUENCY	RECORD KEEPER
Load Planning		
Hazardous Cargo Inspector's Course: Is not applicable. (Refer to Paragraph **2.9.1.1.**)	Annual	Combat Readiness

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Records Disposition Schedule

AFPD 16-8, *Arming of Aircrew, Mobility, and Oversea Personnel*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 37-123, *Management of Records*

AFI 37-138, *Records Disposition Procedures and Responsibilities*

Abbreviations and Acronyms

AALPS—Automated Airlift Load Planning System

ACES—Automated Civil Engineering System

ACL—Allowable Cabin Load

ACS—Air Control Squadron

ADPE—Automated Data Processing Equipment

AEF CS—AEF communications squadron

AF—Air Force

AFEODESL—Air Force EOD Equipment and Supply Listing

AFPUBS—Air Force e-Publishing

AMC—Air Mobility Command

AMT—Air Mobility Tasking

AO—Area of Operations

AOR—Area of Responsibility

APOE—Aerial Port of Embarkation

ARMS—Aviation Resource Management System

AS—Allowance Standard

ASC—Allowance Source Code

ASOS—Air Support Operations Squadron

ATC—Air Traffic Control

CAMS—Core Automated Maintenance System

CBT—Computer Based Training

CCGP—Combat Communications Group

CCS—Combat Communication Squadron

CDF—Cargo Deployment Function

CED—Contingency Exercise Deployment

CES—Civil Engineering Squadrons

CHCS—Composite Health Care System

CITA—CHCS II Immunizations Tracking Application

COCOM—Combatant Commander

COMPUSEC—Computer Security

COMSEC—Communication Security

CONPLAN—Contingency Plan

COTS—Commercial Off The Shelf

CTK—Combined Tool Kits

DEPORD—Deployment Order

DFAS—Defense Finance And Accounting Service

DHHS—Department of Health and Human Services

DMD—Deployment Manning Document

DoDAAC—Department of Defense Address Activity Code

DPT—Data Pattern Traffic

DPWG—Deployment Process Working Group

DRMD—Deployment Requirements Manning Document

DSOE—Deployment Schedule Of Events

DTR—Defense Transportation Regulations

EAF—Expeditionary Aerospace Force

EI—Engineering and Installation

ESL—Equipment and Supplies Listing

ETD—Estimated Time of Departure

FAM—Functional Area Managers

FCG—Foreign Clearance Guide

FRB—Functional Requirements Board

FSC—Family Support Center

GATES—Global Air Transportation and Execution System

GCCS—Global Command and Control System

GDSS—Global Decision Support System

GeoLoc—Geographic Location

GMAJCOM—Gaining Major Command

GMV—Government Motor Vehicle

GTACS—Ground Tactical Air Control Squadron

HHQ—Higher Headquarters

ICAO—International Civil Airport Organization

ID—Identification

IDP—Installation Deployment Plan

IMT—Information Management Tool

IPB—Illustrated Parts Breakdown

IPBS—Illustrated Parts Breakdowns

ISU—Internal Slingable Units

ITV—In-Transit Visibility

IU—Independent Unit

JCS—Joint Chiefs of Staff

JI—Joint Inspection

JTF—Joint Task Force

LAN—Local Area Network

LES—Leave and Earning Statement

LNR—Line Number

LOGDET—Logistics Detail

MASO—Munitions Accountable Systems Officer

MISCAP—Mission Capability Statement

MITS—Military Immunization Tracking System

MEDLOG—Medical Logistics

MO—Manpower Organization Offices

MPF—Military Personnel Flight

MRSP—Mobility Readiness Spares Package

MSF—Mission Support Flight

NGB—National Guard Bureau

NLT—No Later Than

NSN—National Stock Number

NSUTC—Non-Standard Unit Type Code

OPSEC—Operations Security

ORE—Operational Readiness Exercise

ORI—Operational Readiness Inspection

PDF—Personnel Deployment Function

PERSCO—Personnel Support for Contingency Operations

PHS—Public Health Service

PID—Plan Identifier

POE—Point of Embarkation

PR —Personnel Readiness

PRP—Personnel Reliability Program

PRU—Personnel Readiness Function

QC—Quality Control

RAPDS—Reserve Aerial Port Data System

RHF—Red Horse Flight

SAV—Staff Assistance Visits

SFMIS—Security Forces Management Information System

SIOP—Single Integrated Operational Plan

SIPRNET—Secret Internet Protocol Routing Network

SSG—Standard Systems Group

SSN—Social Security Number

T/ACC or TACC—Tanker/Airlift Control Center

TALCE—Tanker Airlift Control Element

TCMD—Transportation Control Movement Data

TEMS—Training Education Management System

TO—Technical Orders

TUCHA—Type Unit Characteristics

TWNA—Truck Writers of North America

UDCC—Unit Deployment Control Center

UIC—Unit Identification Code

UMD—Unit Manning Document

UMIS—UTC Management Information System

US—United States

USAF—United States Air Force

USTC—United States Transportation Command

USTRANSCOM—United States Transportation Command

UTA—Unit Training Assembly

WHQ—Web Hoc Query

WMP—War and Mobilization Plan

WPARR—War Plans Additive Requirements Report

Terms

Automated Airlift Load Planning System (AALPS)—An IDS Component System partner. Receives our CALM/AALPS *.CL5 file and use the data for load planning.

Global Air Transportation Execution System (GATES)—An IDS Component System partner. GATES imports our *.CMC (TCN Detail File) and the *.PAX file (PAX Manifest File) from MANPER-B. GATES provides AMC, the DoD, and commercial partners with automated functionality to process and track cargo and passenger information, support management of resources, support scheduling and forecasting, provide logistical support information, generate standard and ad hoc reports, and provide message routing and delivery service for virtually all airlift data.

Lowboy—An open flatbed trailer with a deck height very low to the ground, used to haul construction equipment or bulky or heavy loads. Reference: Truck Writers of North America (TWNA)

Mule—Special tractor used to move trailers around a terminal, warehouse, distribution center, etc. Reference: TWNA

Tailoring—

1. The process of altering or tailoring UTC packages that are described in the Type Unit Characteristics (TUCHA) file to meet specific needs or requirements.
2. Revising a predefined mobility package, prior to departure, to allow for the existing personnel and materiel situation at the deployment location.

Attachment 9

1. ANG units (i.e., Wings, GSUs and Independent Units) will provide the ANG JOPES Cell (ANG/XOXC) with their LOGMOD OT&P/DCAPES (JOPES) (Level 4) Deployment files. As DCAPES is the Air Force feeder system to JOPES and has the capability to import LOGMOD Level 4 UTC cargo information, which eliminates the antiquated and labor intensive process of our units Gaining MAJCOMs to conduct manual data entry of our units tailored equipment information into DCAPES, ANG units are directed to provide their deploying cargo files (Level 4) using the following guidance:

1.a. (Added) IDOs and/or LOGMOD Administrators will ensure they build and maintain their tasked equipment UTCs in the PSUEDO PID in LOGPLAN based on Deployment Order (DEPORD) guidance and the execution TPFDD (See note 1). When initially building the LOGPLAN PID with tasked UTCs, the UTCs, UICs, and ULNs contained within the LOGPLAN PID must be identical to the UTCs, UICs, and ULNs reflected in the JOPES TPFDD. If the UTCs and ULNs do not match, the data from these files will not import into DCAPES.

1.b. (Added) Once built with the correct information above, it is the UDMs responsibility to conduct all paring and tailoring of the Level 4, 5, and 6 UTC data and to ensure that all CALM and TCMD data is accurate for every increment of cargo with the UTC(s). Pairing and Tailoring must be accomplished within the guidelines found in AFMAN 10-401 and AFI 10-403 accordingly. ANG FAM approval is required for all pairing and tailoring (i.e., adding or deleting) of major end items from the standard UTC LOGDET (i.e., Allowance Standard items, hazardous items, vehicles and WRM assets). Once all paring and tailoring has been accomplished the LOGMOD Administrator must build a DSOE ID in the DSOE Module of LOGMOD (See Note 2). Once built, the LOGPLAN UTCs must be assigned from the LOGPLAN PID to the DSOE ID (this is done from the DSOE Module of LOGMOD). LOGMOD Administrators must ensure they run a LOGPLAN Database Verification Report on the entire LOGPLAN PID and correct all errors before proceeding to Step 3.

1.c. (Added) Once the LOGPLAN UTCs have been assigned to the DSOE ID, the LOGMOD Administrator must assign the deploying increments (TCNs) to their respective deploying Chalks (regardless of the Mode).

1.d. (Added) Once all UTC increments (TCNs) have been assigned to a Chalk, the LOGMOD Administrator must create one too many LOGPLAN OT&P/DCAPES (JOPES) (Level 4) export files, one file deploying UTC.

NOTES*:* (Added)

1. (Added) ANG units will build their LOGPLAN PIDs using a variation of the approved Pseudo PID for the corresponding JOPES PID. The variation will be the fifth character. The fifth character of the Pseudo PID in LOGPLAN must be an “L”.

2. (Added) ANG units will build their DSOE ID using the Air Force approved or non-Air Force approved Pseudo PID provided by ANG/LGX. For a complete listing of approved and non-approved Pseudo PIDs, ANG LOGMOD Administrators must ensure they contact ANG/LGXD.

1.e. (Added) The procedures for creating the DCAPES (JOPES) (Level 4) file(s) are as follows:

1.e.1. From the DSOE Main screen, Select Interfaces.

1.e.2. Select Export, DCAPES (JOPES) (level 4).

1.e.3. Select the appropriate DSOE ID.

1.e.4. Select the first UTC (i.e., Unit Line Number) to be exported.

1.e.5. Click export.

1.e.6. LOGMOD will automatically save this file to the C:/LOGMOD/Output directory.

NOTE: LOGMOD Administrators must create an individual file for each ULN/LNR. LOGMOD will automatically assign a file name (i.e., DTG*.OTP). Users must not attempt to alter this file name, nor open the file to view the data contained within it.

1.f. (Added) Once the file has been created, the LOGMOD Administrator must attach the file in a Secret Internet Protocol Routing Network (SIPRNET) e-mail and send it to the ANG/XOXC (JOPES Cell) at the following email address: **mailto:ff9ngbx6@gccs.af.pentagon.smil.mil** and ANG/LGXD at the following e-mail address: **mailto:ffesharb@gccs.af.pentagon.smil.mil**. The email message must include the JOPES PID, Pseudo PID, UTC(s) and ULN(s) for the attached file(s). Do not modify the actual data file names. Once the UTCs have been validated, by the ANG FAM, the DCAPES (Level 4) file will be imported into the applicable TPFDD.

Attachment 17 (Added)

SAMPLE MOBILITY BAGS REQUIREMENTS LETTER

MEMORANDUM FOR LOGISTICS READINESS SQUADRON COMMANDER AND UNIT COMMANDERS

FROM: 1xx WG/XPL

SUBJECT: Annual Validation of Mobility Bag Requirements

1. Air National Guard Supply (ANG/LGS) policy is that every Unit Manning Document (UMD) authorization is required an A bag, a B bag and a C bag. Based on that policy, the 1xx XXX Logistics Plans office, in accordance with AFI 10-403, *Deployment Planning and Execution*, submits the following unit authorizations as the "most stringent scenario" for wing and independent unit mobility bag requirements.

2. This letter will be used to request, allocate, and/or fund each of the following units' mobility bags. Refer to AFI 10-403/ANG Sup 1, Paragraph **2.4.1.4.**, for additional guidance.

xx FS	Total Personnel:	200
xx SUPS	Total Personnel:	100
State Headquarters	Total Personnel:	50
xxx WF	Total Personnel:	70
xxx CBCS	Total Personnel:	225

3. Please direct any questions regarding this letter to MSgt Snuffy at DSN 278-0000, e-mail. _____.

JOHN L. SMITH, Captain, USAF
Installation Deployment Officer

cc:
Unit Deployment Managers

Attachment 18 (Added)

SAMPLE WEAPONS (FIRE ARMS) AND SMALL ARMS AMMUNITION MOST STRINGENT SCENARIO REQUIREMENTS LETTER

MEMORANDUM FOR UNIT COMMANDERS

FROM: 1xx WG/XPL

SUBJECT: Annual Weapons (Fire Arms) and Small Arms Ammunition Requirements Letter

1. Unit weapons (fire arms) and small arms ammunition requirements are based on the unit's most stringent tasking IAW the UTC Management Information System (UMIS), the ANG extract of the AFWUS. Based on that policy, the 1xx XX Logistics Plans office, IAW AFI 10-403, *Deployment Planning and Execution,* submits the following unit authorizations as the "most stringent scenario" for wing and independent unit requirements.

2. This letter will be used to request, allocate, and/or fund each of the following units' weapons (fire arms) and small arms ammunition requirements. Refer to AFI 10-403/ANG Sup 1, Paragraph **2.4.1.5.**, for additional guidance. The levy breakout containing more detail is attached for further review.

XX WG Staff

UTC	Enlisted	Officer	Total (Enlisted and Officer)
9AAHQ	105	10	115
XFHBQ	15	0	15
Total	120	10	130

XX FS

UTC	Enlisted	Officer	Total (Enlisted and Officer)
3FKMP	105	10	115
HFVA1	15	0	15
Total	120	10	130

XX SUPS

UTC	Enlisted	Officer	Total (Enlisted and Officer)
3FKMP	20	1	21
JFAXV	16	0	16
Total	36	1	37

XXX CBCS

UTC	Enlisted	Officer	Total (Enlisted and Officer)
6KVA9	20	1	21
6KJK1	16	0	16
Total	36	1	37

3. Please direct any questions regarding this letter to MSgt Snuffy at DSN 278-0000, e-mail _____.

JOHN L. SMITH, Captain, USAF
Installation Deployment Officer

Attachment:
Levy Flow (detailed breakout of this report)

cc:
Unit Commanders
Unit Ammunition Custodians
Unit Weapons (Fire Arms) Custodians
Unit Deployment Managers

Attachment 19 (Added)

LOGMOD STAND ALONE (LSA) RE-DEPLOYMENT CHECKLIST

A19.1. (Added) Re-Deployment Checklist. This Re-Deployment Checklist was developed as a guide for Logistics Planners on "How to" use LSA in the most efficient manner for Re-Deployments. While there isn't much formal and written guidance on the Re-Deployment process, it is common practice for Logistics Planner to begin working their Re-Deployment airlift requests through the Supported Combatant Commander (COCOM) and United States Transportation Command (USTRANSCOM) and/or AMC Tanker/Airlift Control Center (T/ACC or TACC) upon arrival at the deployed location, if not prior to deploying from Home Station. Once Re-Deployment airlift information is received, the Logistics Planner can effectively begin using LSA for re-deployment purposes. Recommend IDO insert this Checklist into their IDP as a guideline for Re-Deployments.

A19.1.1. (Added) **Important!** If followed to the letter, is the most effective way for a Logistics Planner to use LSA to Re-Deploy their unit(s) back to Home Station and/or Forward Deployment their units to another operating location. To do so, a user must have their original deployment data files from LOGMOD and MANPER-B. Once these files have been imported into LSA, Logistics Planners must:

A19.1.1.1. (Added) Change original deployment ULNs to reflect Re-Deployment ULNs.

A19.1.1.2. (Added) Produce applicable personnel and cargo reports to identify Re-deployment Force Echeloning.

A19.1.1.3. (Added) Update/Modify deployed cargo Increment data to reflect accurate weight and dimensional data (when Increments are reconfigured based on re-deployment airflow or assets are expended at the deployed location.

A19.1.1.4. (Added) Export applicable files to appropriate IDS components for redeployment ITV (if applicable).

A19.1.1.5. (Added) Develop Re-deployment DSOE to reflect redeployment airflow and personnel and cargo processing.

A19.2. (Added) LOGMOD and MANPER-B Deployment Data Files : **Table A19.1. (Added)**, are LOGMOD and MANPER-B Deployment data files that are required to facilitate the 14-step process reflected in the Checklist.

A19.2.1. (Added) The 14 Steps identify the most efficient method of redeploying unit personnel and cargo using LSA. The steps were developed specifically to identify the redeployment capability using LSA, not how to utilize LSA for day-to-day management of unit cargo and personnel or as a backup to LOGMOD for deployment purposes.

Table A19.1. (Added) LOGMOD and MANPER-B Deployment Data Files Checklist.

a. Personnel Refresh File **(DVK*U0.PRF)**

b. DRMD/Levy File **(DVK*U0.LVY**

c. LOGPLAN Detail file **(DTG*.PLN)**

d. GATES/CMOS TCN Detail file **(DTG*.CMC)**

e. MANPER-B Plan Update file **(DTG*.CHK)**

STEP 1.

a. Turn on Laptop/PC.

b. Install LSA as a System Administrator (1.3.2 is the current version).

c. Logon to LSA - From the Start menu, select Programs | LSA | LSA.

d. Type default Username: **lsa** (lowercase).

e. Type default Password: **deploy** (lowercase).

f. Click **"OK".**

g. Complete LSA Local Setup to show Home Station information.

STEP 2. Save/Copy required LOGMOD/MANPER-B deployment data files to a central folder on the redeployment Laptop/PC

a. **Personnel Refresh File (PRF) –** This file comes from the GCCS MANPER-B system.

(PRF format – Example: DVK166U0.PRF)

D = Digital File

VK = System Code for MANPER-B

166 = Julian Date

U = Unclassified

0 = File Creation for that day

.PRF = Personnel Refresh File from MANPER

NOTE: LOGMOD Administrators can request two types of PRFs from their PRUs;

1. Wing PRF for all units on-base or,

2. PRF for each deploying unit. It is strongly recommended that units acquire a PRF containing only those deploying/deployed units.

b. **DRMD/Levy File -** This file comes from the GCCS MANPER-B system.

(DRMD/Levy format – Example: DVK166U0.LVY)

D = Digital File

VK = System Code for MANPER-B

166 = Julian Date

U = Unclassified

0 = File Creation for that day

.LVY = Levy File from MANPER-B

NOTE: This should be the original Levy file from MANPER-B reflecting the tasked UTCs deploying from Home Station/POE.

c. **LOGPLAN Detail File (Ex: DTG*.PLN) -** This file comes from the LOGPLAN module of LOGMOD. This file contains equipment UTCs, as reflected in the Deployment TPFDD that have been tasked to Deploy from Home Station and have been tailored by each respective UDM.

(LOGPLAN Detail file format - Example: DTGLMTRG.PLN)

D = Digital File

TG = System Code for LOGMOD generated file

LMTRG = Non-standard, but is the 5-character user generated LOGPLAN filename

.PLN = LOGPLAN Detail file extension

NOTE: *.PLN files are created from LOGMOD can be imported into LSA and vice versa.

d. **GATES/CMOS TCN Detail file (DTG*.CMC) –** This files comes from DSOE module of LOGMOD. This is a single file containing specific transportation information for all deploying chalked or un-chalked cargo increments (a.k.a., TCNs) that is used to populate fields in GATES or CMOS and transmit to GTN for cargo ITV.

(GATES/CMOS TCN Detail file format - Example: DTGDM1U0.CMC)

D = Digital File

TG = System Code for LOGMOD generated file

DM1 = UIC for Administrators LOGMOD Database

U = Unclassified

0 = File Creation for that day

.CMC = Cargo TCN file from LOGMOD | DSOE for GATES or CMOS

NOTE: If the *.cmc file from LOGMOD | DSOE isn't available, import the LOGPLAN Detail file from LOGMOD into the Cargo module of LSA and Execute the original deployment ULNs for redeployment ITV.

e. **MANPER-B Plan Update file (Ex: DTG*.CHK) –** This is a single Passenger Chalk file for all deploying chalked personnel that comes from the DSOE module of LOGMOD and reflects the original DRMD/Levy file requirements, as listed in the original DRMD/Levy file from MANPER-B, to include deploying social security number (SSN) and Chalk assignments, as populated by UDMs.

(MANPER-B Plan Update file format – Example: DTGDM1U0.PRF)

D = Digital File

TG = System Code for LOGMOD generated file

DM1 = UIC for Administrators LOGMOD Database

U = Unclassified

0 = File Creation for that day

.CHK = Chalk file LOGMOD | DSOE for MANPER-B

NOTE: This file must be converted from (*.chk) to (*.dbf) file prior to being imported into LSA for redeployment purposes (See Step 3). If the *.chk file from LOGMOD | DSOE isn't available, use the original DRMD/Levy file from the MANPER system (DVK*U0.LVY).

STEP 3. Converting MANPER-B Plan Update File (Ex: DTG*.CHK) using LSA

Once saved to the laptop/PC, sign onto LSA as an Administrator and follow these Steps:

a. From the LSA Main screen, Go to the Personnel module

b. Click Repair files

c. Click the LOGMOD (TG) Data button

d. Click the Chalk File button

e. Select the Drive and Folder where the MANPER-B Plan Update File is located on the Laptop/PC

f. Highlight the DTG*.CHK file and Click the OK button

g. Using Windows Explorer, check the folder where the MANPER-B Plan Update file was located. Here a new file will be created by LSA, which equates to a converted Chalk file (PLN_DMS0.DBF).

h. Exit all the way out of the Personnel module

STEP 4. Importing files into LSA - **Important!** These files must be imported in sequential order as follows).

NOTE: Prior to Importing Re-Deployment files, ensure all deployment data is purged from LSA, if hasn't already been installed from scratch prior to use.

a. From the DSOE module, Import PRF (See STEP 2.a.) using the "Interfaces | Imports | Personnel File | Import Personnel". Prior to importing this file, click the Append New Data checkbox to remove the "X". Select the Folder (Drive) where the PRF File is located, then Change the File Type so that LSA will look for the *.PRF extension on the Laptop/PC. Highlight the correct file and click the OK button to begin importing.

NOTE: When receiving the following message {Do you want to delete SSNs that appear in DRMD positions and no longer appear in the Personnel list?}, always Click the YES button.

b. From the DSOE module, Import DRMD/Levy (See STEP 2.b.) using the "Interfaces | Imports | Personnel File | Import DRMD/Levy". Prior to importing this file, click the Append New Data checkbox to remove the "X". Select the Folder (Drive) where the DRMD/Levy file is located, then Change the File Type so that LSA will look for the *.LVY extension on the Laptop/PC. Highlight the correct file and click the OK button to begin importing.

NOTE: When receiving the following message always Click "Ignore": "An unexpected error has occurred in the Import_levy_Click procedure of the IMPORT PERSONNEL module. The error is 3315. Field 'I' can't be a zero-length string."

c. From Cargo module of LSA, Import LOGPLAN Detail file (See STEP 2.c.) using the "Import LOGPLAN" button. Prior to importing this file, click the Purge Old Data checkbox to ensure there is an X in the box. Select the Folder (Drive) where the LOGPLAN Detail file is located. Highlight the correct file with a file extension of *.PLN and click the OK button to begin importing.

NOTE: When receiving the following message {Do you really want to purge all plans?}, always Click the YES button.

d. From the DSOE module, Import CMOS TCN Detail file (See STEP 2.d) using "Interfaces | Imports | CMOS TCN Detail file". Prior to importing this file, ensure all existing DSOE ID's from LSA are Deleted. Select the Folder (Drive) where the CMOS TCN Detail file is located. Highlight the correct file with a file extension of *.CMC and click the OK button to begin importing.

e. From the DSOE module, Import the "converted" MANPER-B Plan Update file "PLN_DMS0.DBF" (See STEP 3.) using "Interfaces | Imports | Personnel File | Import DRMD/Levy". Prior to importing this file, ensure the Append New Data checkbox has an "X". Select the Folder (Drive) where the converted file is located. Highlight the correct file and click the OK button to begin importing.

NOTE: When receiving the following message always Click "Ignore": "An unexpected error has occurred in the Import_levy_Click procedure of the IMPORT PERSONNEL module. The error is 3142. Characters found after end of SQL statement."

STEP 5. Produce Personnel Reports (Position Roster) – It is recommended that Log Planners produce this report for the purpose of identifying the original Home Station personnel deployment snapshot. Once generated, this report should be given to the deployed leadership for the purpose of identifying redeployment personnel prioritization requirements.

a. From the Personnel module of LSA, click on "Execution Mgmt".

b. Select Reports.

c. Select "Position Roster" and "All (Sorted by Posn).

d. Leave Duty Sections and Line # Assignments defaulted to "All".

e. Masking SSNs and Shading Records is Optional, but Highly Recommended.

f. Click the Printer button at the bottom of the screen to preview the Position Roster. To Print, click the small Printer button at the top of the Preview screen, but for classroom purposes have the Instructor view the Print Preview screen.

STEP 6. Produce Cargo Reports (TCN List) – It is recommended that Log Planners produce this report for the purpose of identifying the original Home Station cargo (TCN) deployment snapshot. Once generated, this report should be given to the deployed leadership for the purpose of identifying redeployment cargo prioritization requirements.

a. From the Cargo module of LSA, click on "View Exec Data".

b. Highlight any UTC.

c. Click the Reports button at the bottom of the screen.

d. Under Reports, Check the TCN List box.

e. Under Print Options, Select "All XULNs".

f. Shading records is Optional.

g. Click the Printer button at the bottom of the screen to preview the TCN List. To Print, click the small Printer button at the top of the Preview screen, but for classroom purposes have the Instructor view the Print Preview screen.

STEP 7. Modify (Add/Delete/Change) Cargo Information – As deployed equipment is exhausted and then repackaged for redeployment/forward deployment, Log Planners should make necessary changes to the original deployed cargo information in order to generate accurate TCN products for airlift movement.

a. From the Cargo module of LSA, Click on "View Exec Data".

b. Highlight the UTC for which there are changes required.

c. Highlight the applicable ULN, if there are multiple ULNs for the same UTC.

d. Highlight the applicable Dep Ech for the Increment that requires changes.

e. If changes are required to Increment level data, highlight the Increment ID in the Yellow portion of the screen (Incs).

f. Click on the Paper and Pencil button to make changes to the Increment level data (i.e., Level 4 data), CALM data and/or TCMD for the Increment.

g. If changes are required to Item level data contained within an Increment, highlight the Inc ID in the Yellow section of the screen and then highlight the applicable Item ID in the Red section of the screen, by clicking on the Paper and Pencil button.

h. If changes are required to the Suffix Item level data contained within an Increment, highlight the Inc ID in the Yellow section of the screen, highlight the applicable Item ID in the Red section of the screen and then highlight the applicable Suffix ID in the Blue section of the screen by clicking on the Paper and Pencil button.

i. When Deleting Increments, Items or Suffix Items, highlight the respective Increment, Item or Suffix Item and then click on the Trashcan button within the cargo module.

NOTE: When an Increment, Item or Suffix Item is Deleted, it will continue to appear on the screen but will not be reflected on any LSA Out-put products (i.e., L/P Lists, etc.). When Adding Increments, Items or Suffix Items, click on the button to the left of the Trashcan button (>*).

STEP 8 Modify DSOE – In order to reflect accurate redeployment airlift information, the following actions must be accomplished.

a. From the DSOE Main screen, Click Tables | Mode Events Table.

b. Build or Modify the Mode Events Table to reflect Assembly Start / Complete times, Process Start/Complete times, Load Start/Complete times for cargo and personnel. With each redeployment Mode, associate Event Types/Names, and ETD Plus/Minus Offsets, which are based on the redeployment airflow.

NOTE: Processing times should work backwards from the ETD.

c. From the DSOE Main screen, Modify the existing DSOE ID to reflect the overall redeployment information (i.e., DSOE ID Title, Default Mode, Destination Code (always use XXX to prevent classification/security violations), and Warning Threshold and System Refresh timing. Recommend leaving Threshold and Refresh timing as defaulted in LSA.

NOTE: DO NOT USE the Real JOPES TPFDD PID in the LSA DSOE module for redeployments back to home station or for forward deployments to another operating location!!! Based on HHQ direction, when associating a Real PID, UTC and ULN within LOGMOD or LSA, this constitutes the classification of LSA and the laptop/PC the data is stored on. Verify the classification of the redeployment information, prior to populating LSA or distributing LSA products to Need-to-Know personnel and deployed senior leadership (i.e., deployed command post, battle staff, etc.) as the redeployment Mission Impact may dictate sensitivity of information.

d. From the DSOE Main Screen, Click Tables | Chalk Mission Table

e. The Chalk Mission Table will reflect the original deployment chalk information. Using the New Redeployment Airflow information, highlight individual chalks and Modify the existing chalk information to reflect the applicable Mode (type of airlift), the airlift Allowable Cabin Load (ACL) (total weight allowed for each chalk) in which to load personnel and cargo, the airlift Cube (total space/square footage) in which to load personnel and cargo, and any additional information for each chalk that will provide information to the Deployed leadership once the DSOE is produced. It is possible that the redeployment will require fewer chalks than the origin deployment required. In this case, Delete the excess chalks from the original deployment airflow.

NOTE: Instead of Deleting unnecessary Chalks for redeployment, recommend Log Planners proceed to Step 11. By Deleting chalks where personnel and cargo are still assigned, LSA may delete existing chalked Personnel and Cargo.

STEP 9. Updating ULNs – For the purpose of achieving accurate ITV, Log Planners must update/modify their original Home Station deployment ULNs to reflect validated redeployment TPFDD ULNs.

a. It is highly likely that different ULNs will be assigned to units for redeployment purposes back to home station. In the event this happens, or in the event units are tasked to Forward deploy from the present location, deployment ULNs in LSA must be updated in three areas within LSA so that all required paperwork and Export data accurately flows to GTN for ITV.

b. From the LSA Main screen, click on the Personnel button, then click on the Exec Mgmt button. From this screen highlight the individual UTC/ULN that needs to be updated. Then click the Change ULN button and type in the New ULN for that UTC. Continue this process for all the ULNs that need to be changed.

c. From the LSA Main screen, click on the Cargo button, then click on View Exec Data button. From this screen, highlight the UTC and ULN that needs to be updated. Then click the Change XULN button and type in the New ULN for that UTC. Continue this process for all ULNs that need to be changed.

d. From the LSA Main screen, click the DSOE button. From the DSOE Main menu bar (Top of the screen), click Setup DSOE Info | Update ULNs. Highlight the applicable DSOE ID for the redeployment, then click in the Updated XULN field for the UTC/ULN that needs to be updated. Type the New ULN and click the Apply button.

STEP 10 Modify Chalks Assignments for Personnel

a. Changes to personnel chalk assignments must be performed in the DSOE and Personnel module of LSA. Depending on whether or not an on-site MANPER-B system and operator are at the deployed location will determine whether a DRMD (*.CHK) file from the Personnel module can be given to them for Passenger Manifesting or Export a CMOS Passenger file (*.PAX) to give to on-site GATES/CMOS operator.

b. Upon receiving the Position Roster back from the unit(s), determine if changes are required by comparing the Position Roster and the original deployment chalk assignments.

c. If there are no significant changes in the original deployment chalk assignments, then proceed to Assign to Chalk screen in the DSOE module. Once there, select the appropriate DSOE ID and highlight the first redeployment chalk. In the "Passengers" block click the "Select All" button. By doing so, this will select all the Line Numbers currently assigned to the chalk. Now click the "Unchalk" button at the top of the screen. By doing so, this will Unchalk all the original deployment Line Numbers from the chalk. From the same screen, Click the "Assign Pax" button, at the top of the screen, then click the "Select All" button to select all the Available Pax Line Numbers. Highlight the same chalk that was just un-chalked and the Line Numbers from and then click the "Chalk" button at the top of the screen. This action will Re-Chalk all the Line numbers previously Unchalked.

NOTE: The above actions are required in order to view redeployment chalk assignments in the personnel module of LSA and create the CMOS Passenger file (*.PAX) which will be given to the CMOS Operator for upload into CMOS and transmission to GTN.

d. For minor changes DO NOT USE THE MOVE FUNCTION in DSOE. Instead, Unchalk the individual Line Numbers, click the Assign Pax button. From here select the Line Numbers, highlight the New Chalk assignment, and click the Chalk button at the top of the screen.

e. If there are significant changes from the original deployment chalk assignments, then proceed to Assign to Chalk screen in the DSOE module. Once there, select the appropriate DSOE ID and highlight each individual chalk and Unchalk All associated Line Numbers until every redeployment chalk has No Line Numbers assigned. Now Click the "Assign Pax" button, at the top of the screen and take the Position Roster and start selecting the individual Line Numbers and chalking them to their respective chalks based on the Position Roster until all Line Numbers for redeploying personnel have been assigned.

f. Once all Line Numbers have been assigned to their respective redeployment airflow, create the respective Passenger Export files. If an on-site Personnel Support for Contingency Operations (PERSCO) Team is present, go to the Personnel module of LSA. Click the Download DRMD button. Under Options, select All UTC-ULNs. Under Data Options, select Only Filled Positions. Ensure the MANPER 7.0 Format box is checked. Then click the button with a Disk on it. This will prompt an LSA dialog box to appear. In the dialog box, DO NOT CHANGE THE FILENAME or FILE EXTENSION for the file being Exported! The file extension that appears in the dialog box will have an (*.dbf) extension, but LSA will actually create 2 files once the OK button is Clicked. One file will have an (*.dbf) extension and the other will have an (*.chk) extension. Since the New GCCS MANPER-B system will Read/Import (*.chk) files from LOGMOD or LSA, this is the file that needs to be given to the MANPER-B operator so they can import the Export file into their MANPER-B system. Select the A:\ and click the OK button to save the files to a disk. If there is an on-site GATES/CMOS Terminal and Operator, go to the Personnel module of LSA. Click on the Process People button. Click the Process Chalks button. From this screen the user will be able to view the redeployment DSOE ID, the Chalks associated to that DSOE ID and the individual UTC requirements and SSNs assigned to each Chalk. In the middle of the screen, click the Export to CMOS button and an LSA dialog box will appear. In the dialog box, type the filename for the file the user is about Export, but DO NOT CHANGE THE FILE EXTENSION! The file extension must remain in (*.PAX) format so that the CMOS Operator can import the file into their CMOS system. Select the A:\ and click the OK button to save the file to a disk. Give the disk to the CMOS Operator so they can upload the Passenger manifest information and transmit that information to GTN once the redeployment airflow has departed.

NOTE: If the chalk assignments differ prior to airlift departure, then the CMOS Operator must manually update those changes in the CMOS system. It is highly recommended for the Logistics Planner to mirror those changes within LSA, but it is not required to produce a new CMOS Export file from LSA. If there is no on-site CMOS Terminal or Operator at the deployed location, there is no need to create this Export.

STEP 11. Modify Chalk Assignments for Cargo

a. Changes to cargo chalk assignments must be performed in the DSOE module. Once the completion of chalking cargo increments to the correct redeployment flow is accomplished, users can create a CMOS TCN Detail File from the DSOE module of LSA and give it to the CMOS Operator for Cargo Manifesting and upload into CMOS.

b. Upon receiving the TCN List back from the unit(s), determine if cargo chalk assignments have been changed by comparing the TCN List and the final load plans from the original deployment.

c. For significant changes from the original deployment cargo chalk assignments, proceed to the Assigned to Chalk screen in the DSOE module of LSA. Select the redeployment DSOE ID, then the appropriate chalk number, click the Select All button in the Cargo block and click the Unchalk button at the top of the screen. Repeat the aforementioned steps until all cargo has been unchalked. Once complete, start re-chalking all cargo increments using the prioritized TCN List. Now Click the "Assign TCN" button, at the top of the screen and take the TCN List and start selecting the individual TCNs or Increments and start chalking them to their respective chalks based on the TCN List until all TCNs for redeploying cargo have been assigned.

d. For minor changes USE THE MOVE FUNCTION in DSOE. Based on the TCN List, if there are minor moves that need to be made, go to the Assign to Chalk screen. Select the DSOE ID and highlight the chalk where the increment that needs to be moved is located. Next, Check the box next to the TCN(s), in the Cargo block, and click the Move button at the top of the screen. Identify, in the Pop-up screen, the destination chalk where TCN(s) need to be moved.

e. Once the user has completed the cargo chalk assignments for the redeployment airlift, the user is ready to create a CALM Export from the DSOE module of LSA. From the DSOE Main menu, Click Interfaces | Export | CALM from DSOE. Under Export Option, select All XULNs. Select the appropriate DSOE ID. Then click the Execution Download button. This will prompt an LSA dialog box to appear. In the dialog box, type the filename for the file the user is about to Export, but DO NOT CHANGE THE FILE EXTENSION! The file extension must remain in (*.cl5) format so that the Load Planner can import the file into their CALM system. Select the A:\ and click the OK button to save the file to a disk. Give the disk to the Load Planner so they can finalize load plans prior to the JI and/or the user creating the redeployment Shipping Placards and L/P Lists.

NOTE: Recommend a backup copy of this file be kept. In the event the Load Planner has recommended changes to the cargo chalk assignments, follow Step 11.d to make the changes in LSA. It is a must for the Logistics Planner to mirror those changes within LSA so that the Chalk assignments will print out properly on the Shipping Placards and L/P Lists, but it is not required to produce a new CALM Export file from LSA. If there is no on-site Load Planner at the deployed location, it will be up to each aircraft Load Master to review and accept all loads. All aforementioned steps must be accomplished prior to creating the CMOS TCN Detail Export file from DSOE.

f. Once Load Plans have been reviewed by the Load Planner, and any last minute changes have been made, the user is ready to create a CMOS TCN Detail Export file from the DSOE module of LSA. From the DSOE Main menu, Click Interfaces | Export | CMOS TCN Detail File. Under Export Option, select All XULNs. Select the appropriate DSOE ID at the bottom of the screen. Deselect the Exercise Mode and CMOS Format checkboxes. Then Click the Execution Download button. This will prompt an LSA dialog box to appear. In the dialog box, type the filename for the file about to Exported, but DO NOT CHANGE THE FILE EXTENSION! The file extension must remain in (*.CMC) format so that the CMOS Operator can import the file into their CMOS system. Select the A:\ and click the OK button to save the file to a disk. Give the disk to the CMOS Operator so they can upload the redeployment cargo information and create the Cargo Manifest for the redeployment.

NOTE: Recommend a backup copy of this file be kept. In the event the CMOS Operator has recommended changes to the cargo information, the Logistics Planner must mirror those changes within LSA. Also ensure those changes are reflected on the Load Plans. If changes do occur, it is not required to produce a new CMOS TCN Detail file from LSA. If there is no on-site CMOS Operator at the deployed location, there is no need to create a CMOS TCN Detail file from LSA. It will be up to the Logistics Planner to work with the Aerial Port/Tactical Airlift Control Element (TALCE) or the aircraft Load Master to determine cargo manifesting procedures.

STEP 12. Produce Cargo Reports (Shipping Placards and L/P Lists)

a. Shipping Placards are produced from the Cargo module of LSA. From the Cargo Main menu screen, click View Exec Data. This area is where the user would create these reports because it contains the updated redeployment cargo data. From the Execution Management screen, highlight a UTC and a ULN, then click the Reports button at the bottom of the screen. From the Cargo Reports screen under Reports, click the Placards checkbox. Under Print Options, select the best option based on how to produce Placards. Once selected, click the Printer button at the bottom of the screen to preview the Placards. To Print, click the small Printer button at the top of the Preview screen. Once the Placards have been produced, distribute them accordingly to the deployed cargo increment monitors so they can affix them to their respective increments.

NOTE: Be sure to install the 3 of 9 Font, which comes with the LSA software, prior to producing any Placards. Refer to LSA Help for instructions.

b. Load and Packing Lists are produced from the Cargo module of LSA. From the Cargo Main menu screen, click View Exec Data. This area is where users would create these reports because it contains the updated cargo redeployment data. From the Execution Management screen, highlight a UTC and a ULN, then click the Reports button at the bottom of the screen. From the Cargo Reports screen under Reports, click the Load List and Pack List checkboxes. Under Print Options, select the best option based on how to produce the Placards. Once selected, click the Printer button at the bottom of the screen to preview the L/P Lists. To Print, click the small Printer button at the top of the Preview screen. Once produced, distribute them accordingly to the deployed cargo increment monitors so they can affix them to their respective increments.

NOTE: If producing Load Lists and Packing Lists simultaneously, be aware that users must click the close window button at the top left hand corner of the screen, once all Load Lists have been printed, before for the Packing Lists will be created in LSA.

STEP 13. Produce DSOE

a. DSOEs are produced from the DSOE module of LSA. From the DSOE Main menu screen, click Reports at the top of the screen and select Other. To produce a DSOE for the redeployment, ensure the Processing Schedule/Recap radio button is selected. Then select one of the two following options; All or Selected Chalks. Once selected, click the Printer button at the bottom of the screen to preview the DSOE. To Print, click the small Printer button at the top of the Preview screen.

NOTE: Once the DSOE has been produced, distribute them accordingly to Deployed leadership and Cargo increment monitors so they will know the Chalk assignments of all cargo and personnel, as well as the timing criteria for each chalk.

STEP 14. Produce Final Position Roster

a. The Final Position Roster will be produced from the Personnel module of LSA. From the LSA Main menu screen, click the Personnel button. Then click the Exec Mgmt button. From the Exec Mgmt screen, click the Reports button at the bottom of the screen. The users Report Type will be defaulted to Position Roster. The users Chalk/ULN Options will be defaulted to All (Sorted by Chalk). Leave the Duty Sections and Line number Assignments defaulted All. Once selected, click the Printer button at the bottom of the screen to preview the Position Roster. To Print, click the small Printer button at the top of the Preview screen.

b. Masking SSNs and Shading Records is Optional, but Highly Recommended as this Roster contains Personnel Data that falls under the Privacy Act of 1974.

NOTE: Once the Final Position Roster has been produced, distribute them accordingly to Deployed leadership so they will know the Names against the Chalk assignments for all redeploying personnel.

Attachment 20 (Added)

COMMUNICATIONS READINESS TRAINING REQUIREMENTS

A20.1. (Added) Readiness Requirements. The following requirements apply to CCS, AEF communications squadron (AEF CS), and GTACS personnel:

A20.1.1. (Added) Government Motor Vehicle (GMV) operation and convoy procedures required for all licensed drivers. For non-licensed drivers only convoy procedures apply. (Annually)

A20.1.2. (Added) Communication Security (COMSEC), Computer Security (COMPUSEC), and Operations Security (OPSEC). (Annually)

A20.1.3. (Added) Site defense procedures both active and passive (camouflage and concealment). (Annually)

A20.1.4. (Added) Unit mission, Joint Task Force (JTF) organization, Expeditionary Aerospace Force (EAF) concepts, and battlefield element missions/relationships. (Annually)

A20.1.5. (Added) The Code of US Fighting Force (Level B training conducted in Mobility School) and Code of Conduct Continuation Training 60 days prior to deployment to moderate-to-high risk environments.

A20.1.6. (Added) Camouflage and concealment training. (Annually)

A20.1.7. (Added) Tent erection and disassembly. (Annually)

A20.2. (Added) Training Requirements for Deployment Leaders. The following are minimum readiness training requirements for deployment leaders who support CCS and AEF CS:

A20.2.1. (Added) Deployment Leaders. These personnel are responsible for the success of the deployed mission and serve as the interface between deployable communications-computer professionals and supported customers. They must be able to give, take and use instructions as well as translate customer requirements into sound communications-computer services. They must be trained and ready to review deployment, employment, and redeployment plans for validity and be able to implement assigned tasking. Normally, deployment leaders are squadron/flight commanders and superintendents; however, in some instances, lower ranking NCOs or even airmen may be assigned to a deployment leader position.

A20.2.2. (Added) Deployment Leader Qualification. The program must support qualifying deployment leaders within 180 days of date of assignment to a deployment leader position (18 months for Guard and Reserve). Tasks: While senior leaders assigned to deployable positions need not be experts in electronic design, integration, or fine points of particular tasks, they must possess a blend of seasoned technical, leadership, and management skills. They must complete mobility training and have the knowledge and skills to aggressively manage setup, tear down, systems operations and maintenance, mobility procedures, site defense, and emergency operations to ensure subordinate personnel follow correct, safe, and efficient procedures. The deployment leaders must mold subordinate work centers into productive teams. Tasks include:

A20.2.2.1. (Added) Develop site layout/employment plan considering:

A20.2.2.1.1. (Added) Efficient utilization of assets (power pooling, optimum cable runs, etc.).

A20.2.2.1.2. (Added) Survivability (site defense from enemy and natural threats).

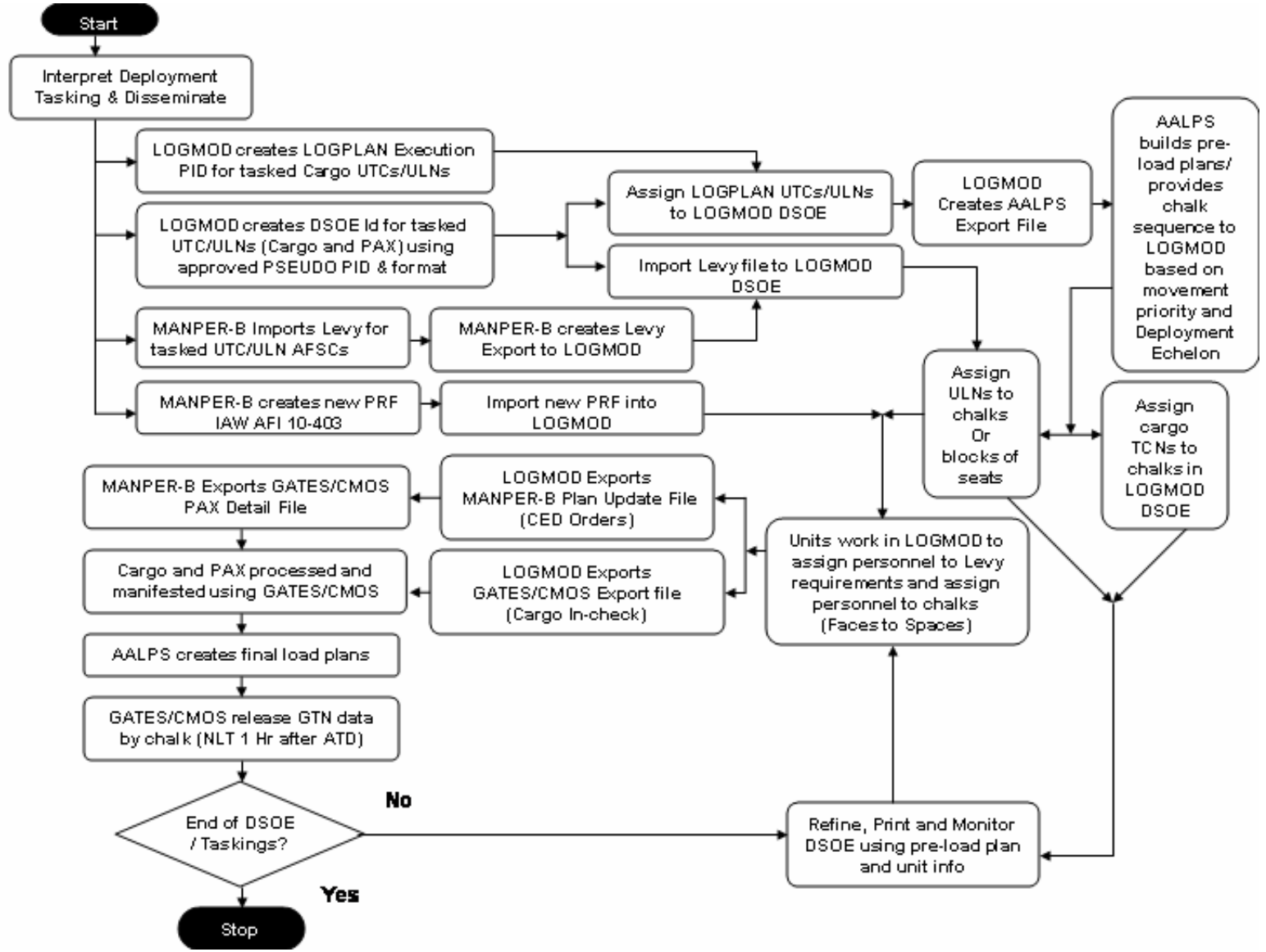
A20.2.2.1.3. (Added) Customer service.

A20.2.2.1.4. (Added) System installation and activation according to priorities established by supported forces.

Attachment 21 (Added)

IDS DEPLOYMENT DATA FLOWCHART

Figure A21.1. (Added) IDS Flowchart



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